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CA ARNG Regulation  
No. 350-2

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Training  
OVERSEAS DEPLOYMENT TRAINING

Supplementation of this Regulation and its Appendices are permitted. Five copies of each supplement will be submitted to OTAG, ATTN: CAOT-TO.

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## CHAPTER 1

### GENERAL

1-1. **PURPOSE.** To supplement DA, FORSCOM and NGB Overseas Deployment Training (ODT) policy and guidance contained in their appropriate directives. This regulation specifically addresses TAG CA policy and guidance for planning, coordination, and implementation of ODT to include predeployment, deployment and redeployment activities.

1-2. **SCOPE.** This regulation is applicable to all echelons of command.

1-3. **REFERENCES.** See Appendix A.

1-4. **OBJECTIVES.** a. Provide CA ARNG units selected for participation in the ODT program with guidance on how to organize, manage, and complete predeployment, deployment and redeployment requirements.

b. To improve CA ARNG units' mobilization readiness posture.

c. Delineate Preparations for Overseas Movement (POM) responsibilities at all levels of command and/or activities.

d. To improve logistical planning capabilities throughout the CA ARNG as they relate to mobilization.

1-5. **ELIGIBILITY FOR ODT PARTICIPATION.** a. Unit must be identified on a Time Phased Force Deployment List (TPFDL) supporting a contingency plan of a requesting Commander-In-Chief (CINC).

b. Unit will normally be CAPSTONE aligned to the requesting CINC.

c. Unit will normally be assigned CAPSTONE Volume 1 mission priority for planning and training to the requesting CINC.

d. OCONUS training opportunities outside priority CAPSTONE alignment will be:

(1) Conducted under the purview of AR 350-9.

(2) Identified by OCONUS MACOM on the five-year exercise/ODT plan.

(3) Subject to coordination and approval of priority CAPSTONE CINC.

1-6. **MINIMUM GOALS FOR FREQUENCY OF ODT.** a. Unit with a latest arrival date (LAD) between D and D+30 should be programmed on a three-year cycle.

b. Units with a LAD of D+31 or later should be programmed on a five-year cycle.

c. Units will not participate in Battle Book more frequently than every three years.

## CHAPTER 2

### RESPONSIBILITIES

**2-1. OTAG.** Has the overall responsibility for providing administrative, logistical, operations and training guidance to ODT exercise units/cells.

a. Director of Organization and Training is responsible for overall coordination of the ODT program within the State and will provide the following:

- (1) An ODT project coordinator.
- (2) Operational guidance, direction and support as required to ODT units/cells.
- (3) Assist in obtaining orders for ODT unit/cell personnel.
- (4) Obtain resources to assist in training and operational readiness of each ODT unit.
- (5) Provide liaison between CA ARNG, Active Army gaining commands, CINCs and NGB.

b. Director of Logistics/USPFO. Provide logistical guidance, direction, and support to ODT exercise units/cells in the following areas:

(1) Arrange transportation of troops and equipment to and from the APOE and SPOE respectively.

(2) Designate an ODT coordinator.

(3) Effect liaison with the following activities for all logistical matters affecting CA ARNG ODT units/cells:

- (a) Active Army Gaining Commands
- (b) U.S. Air Force
- (c) MTMC and MOTBA
- (d) NGB

(4) Assist deploying units in meeting operational readiness posture for all wheel/track vehicles and other major end items.

(5) Cross level CA ARNG assets, as necessary, to insure deploying units can meet mission requirements. However, this should be done with care, to insure gaining CAPSTONE commands are not presented an incorrect readiness status.

c. Director of Plans and Operations.

(1) Provide ODT unit/cells with predeployment mobilization support through the use of The Mobilization Preparedness Processing Program (MP3) at home station and provide a MP3 team at the APOE for final assistance to deploying units.

- (2) Present a threat briefing to all ODT units/cells prior to deployment.

d. Staff Judge Advocate.

- (1) Provide legal guidance and assistance to ODT exercise units/cells.
- (2) Present a predeployment legal briefing during POM processing as required.
- (3) Provide a JAG officer to the MP3 team to assist unit members in preparation of wills.

e. Director of Military Personnel.

- (1) Designate an ODT coordinator.
- (2) provide administrative guidance, direction and support as required to ODT exercise units (cells).
- (3) Provide family assistance, guidance, direction and support as necessary to ODT exercise units (cells).
- (4) Present pre-deployment family assistance briefing when requested.
- (5) Maintain current information and administrative requirements for overseas deployment to the European, Pacific, South American, or Southwest Asian Theaters.

2-2. **SRCOM.** a. Provide staff guidance, direction, and support to ODT exercise units/cells as required.

- b. Provide liaison between SRCOM, OTAG and Active Army Gaining Commands.

2-3. **INTERMEDIATE COMMAND.** a. Provide staff guidance, direction and support to ODT exercise units/cells as required.

- b. Provide personnel to augment the POM processing as required.

c. Ensure subordinate units selected for ODT participation comply with guidance and directives for the ODT program.

2-4. **ODT UNIT/CELL.** a. Comply with guidance and directions provided in this document and referenced regulations pertaining to participation in the ODT program.

b. Provide guidance and direction to unit/cell members as necessary to accomplish the ODT mission successfully and safely.

c. All unit/cell actions will be routed through the appropriate channels. If direct action to ODT gaining commands is appropriate, information copies will be provided to OTAG, ATTN: CAOT-TO and intermediate commands.

d. Provide OTAG, CAOT-TO with the names OICs/NCOICs of Supercargo, Advance Detachments, Main Bodies and Rear Detachments NLT 15 days prior to deployment.

## CHAPTER 3

### PREDEPLOYMENT

**3-1. PERSONNEL AND ADMINISTRATION.** a. Processing Overseas Replacements (POR). Meeting the POR requirements as outlined in Appendix E is critical to all deploying units. The commander, OIC, or NCOIC of the deployment unit/cell must ensure that all personnel meet the requirements before deploying overseas. Personnel not meeting the POR requirements will not be allowed to participate in ODT.

b. Payroll Procedures. Units adhering to the instructions and guidance below will receive their payroll checks prior to OCONUS departure dates. If requested, the USPFO Military Pay Section will provide two payments (if deploying for 15 days or more) so soldiers will have funds during the ODT period. The first check will be at least five days pay while the second check will pay the remaining period.

(1) Unit Payroll Listing (UPL). All participating units will contact the USPFO Military Pay Section, ATTN: ADAPS, 60 days prior to deployment to request a preliminary UPL. The UPL will be processed according to CAL ARNGR 37-6.

(2) An ADAPS Master Listing will be mailed from the USPFO to each unit 20 days prior to deployment. See CAL ARNGR 37-6 for procedures to add, delete and make changes to the Master Listing. Changes such as grade, marital status, etc., will be approved if the updated information is in the SIDPERS data base when the Master Listing is returned to the USPFO, ATTN: ADAPS.

A supplemental payroll will be submitted after return from ODT for those changes not made. **CAUTION:** When adding personnel they must be on the SIDPERS Data Base in order to receive pay. Units will forward the ADAPS Master Listing with corrections to USPFO NLT 10 days prior to deployment. The USPFO will notify each unit as to when the payroll checks may be picked up by the unit's Class A Agent. The Class A Agent's responsibilities are outlined in CAL ARNGR 37-6.

(3) Units which are sending "cells", only, to OCONUS Training will submit their payrolls to the USPFO on the Blue copy of NGB Form 102-10 or CAL ARNG Form 37-9 (see Appendix B) NLT 10 days prior to deployment.

(4) Documents that must be submitted along with all payrolls are listed on the ADAPS Payroll Checklist, Appendix C.

(5) Advance and rear detachment payrolls may be added to the ADAPS Master Listing as shown in CAL ARNGR 37-6.

c. Orders.

(1) This headquarters publishes Permanent Orders for those units participating in ODT in an Annual Training status. The permanent orders contain accounting classifications for pay and allowances and travel per diem. Publication of individual orders is not required. However, if units performing AT overseas desire, they may publish individual orders under the provisions of NGR 310-10, Format 296.

(2) For those individuals performing Advance Detachment, Rear Detachment, or Supercargo duty for ODT, a NGB Form 102-10, Request for Orders, will be submitted to this headquarters 30 days prior to the performance of the duty.

(3) Request for orders on individuals whose enlistment/reenlistment records or promotion orders are not on file at this headquarters will not be processed. Unit commanders must ensure that recent enlistment/reenlistments or promotions are substantiated by the submission of personnel records or orders with rosters directly to CAMP-EPMS.

(4) For personnel who will be attached to participating ODT units and performing an alternate AT, NGB Forms 102-10, Request for Orders, will be furnished this headquarters 60 days prior to the date of performance of duty.

(5) AGR personnel will be ordered to ODT duty by use of TDY Orders, DD Form 1610.

(6) SRCOM commanders are reminded that ramp strength submitted to gaining commands cannot be altered. Consequently, where shortfall of personnel exist, SRCOMs should backfill these shortages from other units of the command to meet designated ramp strengths. See Paragraph 3-1 for further guidance for "Filler Personnel".

d. Personnel Rosters. Gaining commands will normally require units to submit various types of personnel rosters/lists for their use in tactical operations. Units/cells participating in ODT will complete the following rosters and submit them to the gaining command when required: (NOTE: Rosters should be automated wherever possible in order to reduce the workload and expedite processing).

(1) Troop List. This is a unit listing of all personnel by name, rank, SSN, duty position and security clearance.

(2) Access Rosters. An access roster is required from each unit to its gaining command for those personnel who need access to the command TOC. This roster shall be limited to essential personnel only; i.e., Commander, First Sergeant, Platoon Leaders, and Operations personnel.

(3) Passenger Manifest (AF Form 96). Before boarding military aircraft or military contract aircraft each unit/cell will be required to complete a passenger manifest, AF Form 96 (see Appendix D). The unit commander or OIC will present the completed form plus a copy of all orders to Air Force personnel upon arrival at the Airport of Embarkation (APOE). The AF Form 96 and orders represent the unit's "ticket" to board the aircraft. **DO NOT LOSE THEM.** **NOTE:** When deploying with large numbers of personnel, separate manifests should be prepared for each company.

e. Personnel Identification, Records and Procedures. See Appendix E, POR Requirements.

f. Filler Personnel. When a ramp strength is less than MTOE authorized strength, the unit may backfill personnel shortages by attaching members with like MOSs from other units within the Major Command. Request for orders will not be processed by this headquarters later than 20 days prior to deployment. Funding for such personnel will be decided by OTAG (CAOT-TO) in conjunction with NGB policy. For pay purposes, fillers will be added to the final UPL of the unit they are being attached to. **CAUTION: Filler personnel must meet all POR requirements as outlined in Appendix E.**

## g. Manday Allocations.

(1) Additional Unit Training Assembly (AUTA). Where possible, all units should consider using AUTAs as opposed to Additional Annual Training Mandays to support increased unit training activities required to support ODT.

(a) Limitations. Requests for AUTAs will be limited only to those activities which clearly enhance unit readiness. Examples, although not inclusive, include NTC train-up, new equipment training, Reforger and Team Spirit preparation, tank gunnery etc. No more than one AUTA is authorized per day; it will be at least four hour in duration; and the entire unit must participate. AUTAs may be used in conjunction with an IDT weekend, i.e., Friday afternoon prior to a drill.

(b) When requesting AUTAs to support the above requirements, units will identify the unit affected, date(s) the unit will perform the AUTA, number of personnel to participate, and the reason the AUTA is needed. The following format will be used for the request:

## EXAMPLE

<u>UNIT</u>	<u>DATE(S)</u>	<u>NO OF AUTA</u>	<u>TOTAL PERSONNEL</u>	<u>MANDAYS</u>
C Co 1st Bn 184 Inf	10 Oct 86	1	110	110

Reason: AUTA to be used for advance training/preparation for Team Spirit 86. (OPNS/ADMIN/LOG Support, Maint of Equipment and Vehicles).

(c) Unit use of AUTAs will be recorded and forwarded on DA Form 1379 as Code 41.

(d) NOTE: AUTAs must be used by the requesting unit only on the dates requested and authorized. If they are not used as authorized, the unit loses the allocation. AUTAs cannot be accumulated and/or used at a later date under any circumstances.

(2) Advance and Rear Detachments. (Applicable if unit is in an AT status). Time constraints imposed by the deployment and for redeployment of equipment may cause a need for additional Code 121 and Code 122 mandays to support unit movement plans. Once the unit is aware of airflow and seafloor dates and requirements, a request for additional mandays to support advance and rear detachments should be submitted through channels to OTAG, ATTN: CAOT-TO. NOTE: Code 121 and 122 are not authorized for units in an incremented AT status.

## h. Emergency Notification.

(1) In order to provide for emergency notification of personnel, Senior Commands will provide a 24-hour emergency phone number(s) and the name of a POC to dependents of all personnel performing ODT. Phone numbers and the POC may vary to cover extended periods of time, but must cover the entire time personnel are overseas.

(2) SRCOMs will furnish their POCs with pertinent overseas Autovon numbers for subordinate units and phone numbers of the local Red Cross. In case of an emergency, POCs will take appropriate actions and notify OTAG as soon as practically possible.

(3) The POC will keep a log of all calls to insure the best possible service to dependents and provide a copy to OTAG, CAOT-TO upon termination of ODT.



## i. Administrative Supplies.

(1) Units will have available sufficient quantities of office equipment and supplies to conduct acceptable operations during ODT. A central supply will normally not be available in-country.

(2) The following is a recommended list of necessary supplies and equipment which, as a minimum, which should be transported overseas.

## (a) Equipment:

Typewriters	File Trays
Filing Cabinets	Mimeograph machine
Field Desks	Field Microfiche Viewer
Field Table	Foot Lockers
Chairs	ID Card and Camera Kit

## (b) Supplies:

Copier Machine Paper (Bonded)	Joint Message Forms
Mimeograph Stencils	Telephone Message Forms
Mimeograph Paper	Staples, paper clips, pencil sharpeners, staple removers, staplers
Typing Paper	Manila Folders
Typewriter Ribbons	
Carbon Paper	Security Classification Covers
Pens/Pencils	Whiteouts correction fluid
Felt Tip Pens/Pencils	Briefing Charts/Grease Pencils
Journal Sheets	Acetate

## i. POR Requirements (see Appendix E).

## 3-2. LOGISTICAL REQUIREMENTS. a. Surface Movement Requirements.

(1) AUEL Report. For clarification, the following definition is given: The Automated Unit Equipment List (AUEL) is a modified COMPASS report. Five separate forms identified as FORSCOM Forms 900-R (Header Data), 900-1-R (Vehicle Data), 900-2-R (Vehicle Load Data), 900-3-R (Special Cargo Data), and 900-4-R (Commercial Shipping Requirements) constitute a complete AUEL report.

(2) Units which have been selected for ODT will be asked to submit an AUEL Report approximately six months prior to deployment. The report will be submitted in accordance with Appendix J of FORSCOM Reg 55-1 to OTAG, ATTN: CALG-TR. The AUEL will be used as a basis for all cargo movements and documentation. Type data Code "M" will be used on all movement data reports.

(3) Military Traffic Management Command (MTMC) will use AUEL Data to generate rating and routing data. Movement requests should not be submitted by ITOs (The AUEL will be the movement requirement). Rating and Routing information will be pushed to installations based upon AUEL Data. The USPFO Transportation Officer should still maintain close coordination with the MTMC area command to coordinate specific requirements of the moving unit.

(4) Logistical Marking and Reading Symbology (LOGMARS) Labels. LOGMARS is a part of MTMC's automated documentation/cargo tracking system and will be used for OCONUS training. LOGMARS uses bar codes attached to each vehicle/major item of equipment and scanner devices to track/account for cargo in the port. The bar code sticker attached to each item contains a Transportation Control Number (TCN) and other in the clear data. All data on the sticker is generated by the AUEL. The stickers will be produced by MTMC and furnished to the unit prior to departure from home station. The bar stickers will be applied to items at home station with the assistance of Deployment Control Units. The unit will be furnished a copy of the AUEL with assigned TCNs and it is the unit's responsibility to match the correct LOGMARS sticker with the corresponding items. See Appendix F for complete instructions on LOGMARS labeling.

(5) Non-organic movement from home station to the SPOE will be a coordinated effort between the unit and the Transportation Office (TO) at USPFO.

(6) Deployment Control Units (DCU). The mission of Deployment Control Unit is to assist units in preparing for movement (by all modes) from Home station to the port. DCUS will provide assistance/training on documentation, load planning, vehicle configuration and other preparation for movement. Requests for DCU assistance should be submitted to OTAG, ATTN: CALG-TR.

(7) Transportation to and From SPOE and APOE.

(a) Rolling stock and general cargo will be shipped to port by organic or commercial transport. Policy is for units located within one day road march of their SPOE to convoy vehicles. Units that are located more than a one day road march from SPOE will coordinate commercial transportation with the TO (USPFO) and OTAG (CALG-TR).

(b) All track vehicles will move to port via rail or commercial transport. Units will coordinate with the TO, USPFO and OTAG (CALG-TR) for movement.

(8) Transportation of personnel to and from the APOE will be accomplished by organic means or commercial bus. Commercial bus requests will be submitted to OTAG, ATTN: CAOT-TO NLT 60 days prior to movement.

b. Packaging and Loading Requirements.

(1) Vehicle Preparation. Vehicles should be inspected for serviceability when determining the type and amount of equipment that each unit will be deploying. Things to look for include:

- (a) Vehicles with fluids leaking should not be used.
- (b) Tires with slow leaks must be repaired or replaced.
- (c) All lifting shackles should be present, serviceable, and accessible. These shackles are also used for tiedown.
- (d) Vehicles must be in operational condition.
- (e) All OVE/BIl should be present and properly secured.
- (f) All canvas/bows should be present, serviceable and secured.

(2) Reduce vehicles to their lowest configuration, for better stowage and protection of the vehicles (See Appendix G). Windshields must be lowered, side mirrors pulled in, antennas and exhaust stacks lowered or removed. Secondary loads must not be higher than the highest part of the reduced vehicle. This must be accomplished prior to loading aboard the vessel.

(3) Any secondary cargo may be loaded aboard trucks and trailers. However, only necessary and essential cargo should be taken. The cargo must be secured so it will not shift during transit.

(a) Cargo should not increase the cube of the vehicle when vehicle is reduced.

(b) Ensure that all cargo loaded together is compatible and is IAW Title 49 Code of Federal Regulations (49 CFR).

(c) Metal to metal contact is to be avoided. Dunnage (wood) must be placed between metallic cargo (i.e., generators) and the truck or trailer bed.

(4) See Appendix G for examples of properly reduced vehicles.

(5) Weapons.

(a) Individual weapons will be packed in conexes for shipment by sea or crated for shipment by air. When directed, individual weapons will be hand carried aboard MAC chartered aircraft and stowed beneath the passenger seat.

(b) Crew served weapons will be crated and/or packed in conexes for shipment by sea with the exception of track mounted weapons which will be crated and stowed within organic vehicles.

(6) Hazardous Cargo Packaging.

(a) General. When equipment is packed and loaded, hazardous material must be identified and separated from the unit equipment. When movement of hazardous materials is planned, consideration must be given to the particular mode by which the unit is to be transported since each mode has its own set of rules for certification, labeling, packing compatibility, and so forth. For transport of hazardous materials, TM 38-250. Preparation of Hazardous Materials for Military Air Shipment must be consulted. For transport of hazardous materials by commercial air, rail, marine, or motor modes. Title 49 Code of Federal Regulations (CFR 49) (parts 100-177) should be consulted. CFR 49 contains a separate section for each mode of transportation.

(b) Universal Rules.

1. When in doubt, any dangerous materials such as cleaning solvents and corrosives should be packed separately.

2. For training exercises, oxygen and acetylene will not be loaded in or on the same vehicle or in the same shipping container. AH oxygen and acetylene bottles will be strapped to separate wooden pallets.

3. For emergency deployments only, oxygen and acetylene tanks on maintenance vehicles and ambulances will not be removed, in accordance with Department of Transportation Exemption 3498.

4. No hazardous items other than batteries and fuel are permitted in vehicles.

(c) Documentation of Hazardous Materials by Surface Transportation. When cargo is shipped by surface means through an SPOE, the deploying unit has the following responsibilities:

1. Identifies the hazardous materials to be shipped in accordance with CFR 49 (parts 100-177).

2. Prepares a shipping unit and packing list card (DA Form 2943-R) based on CFR 49 (parts 100-177), for the container or vehicle in which the hazardous materials will be shipped. DA Form 2943-R will constitute the "Shipping Papers" required to be filled out by the deploying unit.

3. Applies hazardous material labels on the appropriate shipping containers in accordance with CFR 49, part 172.

4. Provides the TO a copy of the DA Form 2943-R to notify him/her of the hazardous materials to be transported. (See paragraph e below).

5. Ensures that the water commodity code and the special handling code on the AUCL reflect all the hazardous materials to be transported. (See Chapter 4, para 4-4d).

6. Ensure that incompatible hazardous materials are packed separately in accordance with CFR 49.

d. Purging and Cleaning of Equipment.

(1) Trailers and fuel tank trucks as well as field ranges, water heaters, gasoline lanterns, fuel containers, portable generators, blow torches, and like equipment in which gasoline or other combustibles are used or stored will be completely drained and valves open. Exceptions and special instructions for equipment transported by Military Air are found in TM 38-250 and by other modes in CFR 49. For purging procedures, a statement will be attached to each crate of piece of equipment in the format shown in Figure 3-1:

PURGING STATEMENT

Unit Identification Code \_\_\_\_\_

On \_\_\_\_\_ the \_\_\_\_\_  
(gasoline range, generator, etc.)

Packed in container number \_\_\_\_\_ has been completely drained of gasoline  
(Shipment number)  
and flushed.

\_\_\_\_\_  
(Signature block of Inspection Officer)

Figure 1

e. Unit Basic Load Ammunition.

(1) If the unit is deployed through a commercial seaport, a hazardous material permit must be granted by the Coast Guard. The unit is responsible for submitting hazardous material data to the TO to ensure the permit is coordinated with the Coast Guard for pre-positioning. The data should be entered on the DA Form 2943-R described in paragraph (c) above.

(2) Marking OCIE. Individual duffel bags must be clearly tagged with name, rank, SSN, unit address and final destination of the individual for deployment and redeployment. A copy of the individual's or unit orders must also be placed in the outside pocket of the duffel bag. Commands are encouraged to develop internal SOPs to assist in packing, marking and control of baggage.

**3-3. MAINTENANCE REQUIREMENTS. a. Maintenance Standards and Special Instructions:**

(1) Vehicles/Equipment Standards. The following standards are set forth as prerequisites for overseas shipment of CA ARNG equipment:

(a) All equipment must be fully mission capable, as defined in DA Pamphlet 738-750, and meet the applicable PMCS standards outlined in pertinent -10 and -20 Technical Manuals.

(b) Wet cell batteries will be fully charged to 1.280 specific gravity, not older than 18 months, and have no more than a specific gravity variance of 25 points between all cells after recharging.

(c) All liquid-cooled vehicles/equipment engines will be protected with antifreeze down to -30 degrees Fahrenheit.

(d) Tires must be fully mission capable IAW PMCS standards, not excessively weather-cracked, and have a sufficient amount of remaining tread life to accomplish the exercise and safety return to home station.

(e) All vehicular mounted canvas items, to include tarps, and curtains, cab tops, side curtains, doors and seat covers, must be present and in a fully serviceable condition.

(f) All lifting/tie-down shackles must be installed on all wheel and track vehicles prior to arrival at the shipping point. This is imperative, due to the requirement of lifting/loading the vehicles and tie-down during shipment.

(g) Fuel tanks on all vehicles will be between half, but no more than three-quarters full of fuel, upon arrival at the dock for shipment.

(h) When freezing climatic conditions are anticipated in the training exercise, engine oil for all combat and tactical vehicles must be OE-HDO 15W-40 oil. Oil filters must be changed if the oil is changed. Engine oil for the other equipment will be as shown on the applicable Lubrication Order (LO). Oil changes, if required, will be accomplished prior to arrival at the overseas shipping point.

(i) It is suggested that all fuel filters be checked and those filters older than six months be changed prior to departure.

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(j) Icing inhibitor must be added to all fuel consuming vehicles to prevent freeze-ups of any condensation within the fuel tanks and lines. P.S. Magazine Issue 37, October 1985, and FM 9-207 shows amounts to be added and provides NSN's for the inhibitor additive for both diesel and fuel consuming engines. The following has been recommended:

	<u>NSN</u>	<u>Quantity</u>
Diesel	6850-00-	
Engines	<u>753-5061</u> 060-5312	<u>5 Gal Can</u> 50 Gal Drum

Use one pint per 40 Gal of fuel.

Gasoline	6810-00-	
Engines	<u>597-3608</u> 275-6010	<u>1 Gal Can</u> 5 Gal Can

Use one quart per 50 Gal of fuel.

(k) Engine pre-heaters on all vehicles and equipment so equipped must be checked and serviceable prior to departure.

(l) Annual alignment will be accomplished at the supporting CSMS on all FM radios prior to departure.

(m) Unit mess equipment must be thoroughly checked for serviceability and all authorized tools and spare parts must be available.

(n) All tentage must be fully inspected, repaired if necessary, and have all accessories, i.e., liners, poles, pegs, ridge-poles, ropes, mallets, etc.

b. Requisitions. The following procedures will be followed when requisitioning items in support of the field exercise:

(1) Project Code will be entered in Block 19 of DA Form 2765. Project codes for exercises will be furnished by this headquarters.

(2) Each document submitted will be annotated with exercise title in the Publication Data block on the form as well as the authorizing publication.

(3) The status of critical repair parts previously requisitioned equipment, must be reviewed to determine if the estimated delivery date (EDD) is adequate. If not, the requisition should be canceled and resubmitted with above Project Code.

c. Unit/Organizational POL Requirements. With the exception of fuel, it is anticipated that there will be no POL resupply during ODT field exercises. This will require that all packaged POL Products needed for readying the equipment for shipment, those needed to support the field exercise, and those required to prepare the equipment for return to home station, must be requisitioned and transported to the exercise area.

d. Equipment Basic Issue Items (BII) and Additional Authorized List (AAL) Requirements. All BII shown in the appropriate -10 Technical Manual must be complete and should accompany the end item. Any BII and AAL Items that cannot be stored and locked within the storage compartments of the vehicle, must be boxed and secured inside the vehicle or in other containers.

e. Special Tools and Equipment.

(1) All authorized organizational level special tools and equipment shown in the appropriate sections of the equipment Technical Manuals must be on hand prior to departure.

(2) Maintenance Company will obtain the special tools, test and handling equipment authorized by the appropriate equipment Technical Manuals, to support the mission.

f. Vehicle Fording and Accessories Specifications. See Appendix H.

### 3-4. SUPPLY. a. Class I, Subsistence

(1) Contractual Meal Support. Contractual meals, i.e., catered or meal tickets, may be necessary for units/cells which depart and arrive at odd hours at the APOE or APOD respectively. Requests for contractual meal support should be submitted to USPFO 45 days prior to deployment.

(2) Subsistence Records. AT Subsistence accounts will be reviewed within 60 days of ENDEX. Units will make arrangements with higher headquarters for a review of records as soon as practicable at the conclusion of AT. The result of these reviews will be forwarded to CALG and CAUS-SC-SUB.

(3) Cash Meal Payment Books (DD Form 1544). DD Forms 1544 will be requisitioned from USPFO 45 days prior to deployment. Once received, units will insure their safe keeping while in transit to and from OCONUS Training. Completed forms and funds on hand will be forwarded to USPFO upon return from OCONUS Training.

(4) DD Form 2970. DD Forms 2970 will be submitted to the supporting element when directed by the gaining command.

b. Class II, Clothing and Equipment.

(1) Units will conduct a showdown inspection to insure all items of individual and organizational clothing are on hand or on order.

(2) USPFO will issue cold weather gear, if necessary, to all units 90 days prior to deployment, upon receipts of requisitions from units.

(3) Units will insure that each individual has the necessary chemical defense equipment on hand (overgarment, hood, gloves, and boots). Ordering of needed equipment should be accomplished 90 days prior to deployment.

(4) Spectacle inserts must be ordered 180 days prior to deployment using DD Form 771 (See CAL ARNGR 40-3).

(5) Sets, Kits, and Outfits (SKO). All SKOs will be inventoried and all shortages will be requisitioned 120 days prior to deployment.

(6) Other Supplies. The following supplies are to be ordered 120 days prior to deployment:

(a) All dry cell batteries required to sustain the unit during ODT.

(b) Self-Service Supply Center (SSSC) items required to sustain the unit for the duration of ODT.

(c) Janitorial Supplies.

(d) Connex Container Inserts.

(5) Any other expendable supplies necessary.

c. Class III, POL.

(1) Bulk POL consumed in-country must be accounted for and units will report total consumption by product (DF2, MUS. JP4. etc.) to the USPFO within 30 days from ENDEX.

(2) Packaged POL will be requisitioned 120 days prior to deployment and transported with unit equipment.

d. Class IV, Construction Materials. Barrier material and engineer construction material must be ordered 120 days prior to deployment and transported with unit equipment.

e. Class V, Ammunition.

(1) Training ammunition forecasts must be submitted 180 days prior to deployment.

(2) Completed copies of all DA Forms 581, used to draw or turn-in ammunition, must be furnished to USPFO within 15 days after return to home station.

(3) Forecasted ammunition which was not consumed must be reforecasted within 15 days upon return to home station.

f. Class VII, Major End Items. A list of all equipment by NSN, nomenclature, quantity and serial/USA number which is being taken with the unit must be submitted to USPFO 15 days prior to departure.

g. Class VIII, Medical Supplies. FSC 6505 potency dated items will not be requisitioned unless the unit has an assigned or attached doctor. If a doctor is available, the requests for the 6505 items will be routed through the Division Medical Supply officer of the main support battalion for the 40th Infantry Division (M) units or the HHC 175th Medical Brigade for non-divisional units.

h. Class IX, Repair Parts. Mirrors and headlight quantities should be increased, due to the probability of damage during shipment. Common hardware must be included, as well as a full range of DX items. The unit's PLL items must be readily available at all times, with accurate stock record cards which include location of parts. When possible, each unit should take their entire prescribed load list (PLL) and combat PLL of repair parts. At a minimum, a combat PLL must be taken, consisting of repair parts required by the appropriate mandatory parts list (MPL) and selected ERPSL and/or SLAC parts for end items not supported by an MPL.

i. Predeployment Check List, see Appendix I.



**3-5. LOAN AGREEMENT OFFICER REQUIREMENTS.** If a unit finds itself in a position where it cannot accomplish its mission without borrowing equipment from in-country assets, the following actions should be taken:

- a. Determine from where the equipment can be borrowed. (Gaining unit, war reserve stock, etc.). Coordinate with OTAG (CALG).
- b. Inform USPFO of your intentions and request an order be cut appointing a responsible officer as the "Loan Agreement Officer (LAO)".
- c. Coordinate with USPFO to issue a DA Form 448 (Military Interdepartmental Purchase Request) authorizing the LAO to act as USPFO's representative.
- d. Execute a DA Form 1544 (Signature Card) and submit it to the G4 of the gaining command or to the lending agency.

**3-6. PREDEPLOYMENT TRAINING.** a. Unit Training. Depending on the extent of the exercise and a unit's participation therein, the unit commander may request the use of Additional Unit Training Assemblies (AUTAs) for additional unit training prior to deployment. Request for AUTAs should be submitted in accordance with para 3-1f of this regulation. Availability of AUTAs is dependent on funds availability at the NGB level. Commanders should program only low priority training for AUTAs in the event funding is not available to support their needs.

b. Driver Training.

(1) Depending on the country in which the unit will be training, drivers training and testing may be a requirement. Korea and Germany both require that personnel have a valid military license annotated to the effect that the driver has received proper driver instruction and testing.

(2) The Directorate of Organization and Training will coordinate the effort to properly license personnel for OCONUS Training.

c. Other Specialized Training. Specialized Training such as loading procedures for rail, ship (Break bulk & RO/RO) and aircraft will be coordinated through the Directorate Logistics (Transportation Branch), OTAG.

d. Commanders must insure that training is supportive of their units overall training objectives. Mission Essential Task Lists (METL) should be the basis for all training to be conducted.

e. When in an AT status, units should plan to undergo regular AT evaluations as required by FORSCOM. NOTE: Normally, ARTEP evaluations will not be done when training OCONUS, unless the gaining command specifically agrees to do so.

## CHAPTER 4

### DEPLOYMENT

**4-1. MILITARY TRAFFIC MANAGEMENT COMMAND (MTMC).** a. Documentation/LOGMARS, see Appendix F (LOGMARS).

b. Arrival at PORT and Staging.

(1) Deploying Units will coordinate with OTAG (CALG-TR) for convoy routes from home station to SPOE. MTMC will coordinate the traffic control points and direct the convoys into the Pier area.

(2) All cargo is to be weighed and measured upon arrival at the SPOE. Accurate measurements and weights are essential to vessel planning. Scales are found at each ocean terminal for this purpose.

(3) The drivers will be directed by traffic controllers located in the Marshalling and Staging Area to their staging location. A LOGMARS checker will be stationed at the entry point of each area to scan the equipment and get a piece count of equipment by unit to match AUEL totals.

(4) If not already accomplished, the drivers will reduce the vehicles to their lowest shipping configurations and labels/TCMDs will be attached to the cargo. Drivers will remain by their vehicles until their march unit commander has been told by terminal personnel that equipment is satisfactory for ocean movement. When so directed, the drivers will move the equipment as directed to the Staging Area. They will then move to a designated area to await transportation back to their home station.

(5) Vehicles requiring maintenance will be identified immediately upon arrival at the SPOE. The traffic controllers will direct these vehicles to a designated area where maintenance may be performed by Port Support Activity (PSA) personnel or by a contact team provided by the State Maintenance Office.

(6) Each unit will be responsible for fueling its own vehicles prior to arrival at the SPOE. Fueling requirements are as follows:

(a) Vehicles with diesel will be fueled to 3/4 tank, and may have batteries connected.

(b) Vehicles with MOGAS will be fueled to 3/4 tank, and will have batteries disconnected.

(c) Coordination with OTAG, CALG, should be made for available refueling at the SPOE.

(7) Each unit is responsible for arranging the transportation of their drivers back to home station. All drivers should be transported out of SPOE the same day the convoys report.

c. Receiving.

(1) After the vehicles are marshalled, Port authorities will receive the equipment. LOGMARS checkers with portable bar code scanners will scan the labels on the equipment and record the TCN, date, time and location of receipt in the staging area. The TCMD will remain on the equipment.

(2) A joint inspection with unit representatives and Port freight inspectors will be conducted, and any damages noted will be annotated on the TCMD. The unit representative and the Port freight inspector will then initial both documents. The LOGMARS checker will record the damage on the scanner.

(3) The information received will be recorded on the Cargo Manifest in the Cargo Documentation Division by Unit Identifier Code, (UIC). One copy will be given to the Unit Commander.

(4) Once the cargo has been received, it will be moved to the Staging Area in preparation for vessel loading. At this point, the cargo becomes the responsibility of the Port authority.

d. Messing/Billeting. Units/cells will provide Port authorities with a list of all personnel staying at Port facilities by name, rank, sex, and SSN 30 days prior to deployment to coordinate messing and billeting. Normally messing and billeting will be provided and therefore Non-Availability Certificates will not be used. Coordination with the USPFO is also required prior to using quarters or consuming meals.

e. Security. It is the responsibility of Port authorities to provide security for equipment.

**4-2. PORT SUPPORT PACKAGE (PSP).** a. General. The Military Traffic Management Command Terminal, (MTMCT) is responsible for coordinating the discharge, loading, and port clearance of all exercise/DOD cargo transiting ocean terminals. To assist MTMCTs with this responsibility, deploying/redeploying units are required to augment ports of debarkation/embarkation with vehicle drivers, maintenance teams, etc. to facilitate the throughput of their unit equipment. The combination of personnel and equipment resources from the deploying unit (MTMCT) and local installations is collectively referred to as the "Port Support Package" (PSP).

b. Command and Control. The Commander, Military Traffic Management Command Terminal has operational control over all port support groups assisting with the loading/discharging of cargo at military ocean terminals in Korea. However, deploying units will find it advantageous to establish their own chain-of-command for their personnel and as a minimum will designate at least one individual to be in charge of and to receive/coordinate operations taskings from the MTMC terminal operations office.

c. Responsibilities.

(1) MTMC Terminal, will:

(a) Provide supervision over all port support personnel and equipment.

(b) Identify and notify deploying units concerning their PSP requirements as far in advance of deployment as possible.

(c) Assist deploying units in coordinating billeting and messing facilities with local installations as required.

(d) Supervise the daily port operations meeting during which time mission taskings and priorities will be assigned to port support personnel.

(e) Provide administrative space and a means for PSP personnel to communicate with their headquarters.

(f) Provide orientation and safety briefings.

(g) Plan and coordinate all port clearance and staging area requirements.

(2) Deploying Units will:

(a) Provide PSP personnel and equipment as noted in para 5b and as coordinated with MTMC Terminal.

(b) Provide all PSP unit personnel with safety briefings prior to each shift. (Safety briefings will be under the direction of MTMC Safety NCO).

(c) Identify all administrative requirements, e.g., billeting, messing, etc. as far in advance of deployment as possible.

d. Concept of Operations.

(1) Units will be tasked with their PSP requirements and will have the opportunity to coordinate these requirements during a series of pre-exercise deployment conferences.

(2) Units should plan to have PSP personnel arrive at the closest inter theater airfield to the port.

(3) PSP personnel should be scheduled to arrive NLT two days prior to commencing vessel discharge operations.

(4) Ship discharge and terminal clearance operations will be conducted concurrently during deployment. During redeployment, equipment reception/staging and vessel loading will also be conducted concurrently.

(5) The ocean terminal will normally operate two, ten-hour shifts (0800 - 1800 hours and 2000 - 0600 hours)

(6) PSP personnel will be used primarily to drive vehicles on/off RO-RO ships, to stage equipment, and to load/unload railcars. Commercial stevedores will be used to lash/unlash all equipment on vessels and railcars and to load/unload all equipment on breakbulk ships.

(7) Deploying units should plan to keep PSP personnel and equipment at the port for approximately 4-8 days.

e. Personnel/Equipment Requirements.

(1) Personnel and equipment requirements for a port support group are dependent on several factors:

(a) Amount and type of cargo/equipment deployed.

(b) Type of ship, e.g., RO-RO or breakbulk.

(c) Mode of terminal clearance, i.e. convoy or rail.

(2) The following chart provides data to assist deploying units in determining their PSP requirements. It is assumed that the port will operate two, ten-hour shifts per day. Units deploying with less than thirty pieces of equipment are expected to provide only a unit representative. (All other personnel/equipment requirements will be provided by commercial sources).

<u>TYPE PERSONNEL/EQUIPMENT</u>	<u>QUANTITY REQUIRED</u>
OIC/NCOIC	1/1 per shift
Drivers	1 driver per 10 vehicles deployed or 40 drivers per shift for RO-RO vessels and 25 drivers per shift for breakbulk vessels
Mechanics	3 per shift
Traffic Control/Ground Guides	8 per shift (4 at railhead and 4 onboard ship)
Safety NCO	1 per shift
Maintenance Truck	1 per shift to include tool boxes, 3 sets of jumper cables, MOGAS/DIESEL cans, air hoses, flash lights, tow bar, etc. (Additional maintenance capability will be provided by the support unit in Korea)
Medic	1 per shift (provided by local installation if possible)
Security Patrol	3 per shift (provided by local installation)

NOTE: All drivers must be experienced and licensed to drive all unit vehicles. Personnel used for traffic control and ground guides should also be licensed if possible.

f. Personnel Job Descriptions.

(1) Unit OIC/NCOIC. Responsible for coordinating all PSP requirements with the ocean terminal. The unit OIC/NCOIC will be given all mission taskings/priorities for his port support group by the Port Operations Officer.

(2) Drivers/Equipment Operators. Only qualified and licensed drivers/equipment operators will be permitted to operate vehicles during discharge and loading operations. Drivers will be required to drive vehicles off RO-RO vessels and away from breakbulk ships to either the staging area or onto railcars.

(3) **Maintenance Personnel.** Provide on-site support to any vehicles that are delaying cargo operations due to maintenance problems. Port experience has revealed that a significant percentage of vehicles need maintenance support prior to loading/offloading as a result of flat tires, no gas, dead batteries, etc. It is recommended that a contact truck be loaded onboard the ship so that it is the first vehicle discharged and thereby ready for use by maintenance personnel. All mechanics should have their own tools and equipment and be capable of working independently, e.g., three mechanics with jumper cables at three different locations. To assist unit mechanics, MTMC Terminal will provide one mechanic with a battery cart to jump start vehicles and one wrecker from the host support activity, if available.

(4) **Traffic Control (Ground Guides).** Vehicles will not be moved about the ship, staging, or rail loading areas without the assistance of a ground guide. During rail loading, ground guides will be assigned to work for the railhead NCOIC and will guide vehicles on/off railcars. At least four individuals will also be required onboard ship to facilitate loading/unloading operations. The ground guides onboard ship will be used as assistants to the Marine Cargo Specialist. All vehicle movements onboard ship will be under the direct guidance of a marine cargo specialist or ground guide.

(5) **Safety NCO.** Safety of personnel is paramount during all cargo operations. Therefore, the deploying unit will provide at least one Safety Officer or NCO per shift. It is the responsibility of the unit Safety NCO to brief all unit personnel on safety precautions immediately prior to each shift and to observe cargo operations for unsafe acts. The unit Safety NCO will receive safety briefings and guidance from the MTMC. Terminal Safety NCO/Officer.

(6) **Staging Personnel.** The staging area will be manned by two personnel from the major deploying unit and one person from the MTMC ocean terminal. Staging area personnel are responsible for insuring that all vehicles are in the correct staging area (each area will be designated by a sign) and that there is an orderly flow of traffic to and from the staging area. Vehicles will be staged in rows by type of vehicle and with minimum clearance between vehicles. Trailers will be connected to prime movers going to the same destination. During redeployment, staging personnel will segregate all equipment with maintenance problems that might hinder cargo operations.

(7) **Customs NCO.** The Customs NCO will insure that all cargo including supercargoes are in compliance with customs regulations.

**4-3. SUPERCARGO REQUIREMENTS.** a. **Purpose.** To prescribe actions, responsibilities, and procedures for unit personnel accompanying equipment aboard a vessel.

b. **Scope.** Applicable to all units deploying/redeploying on Military Sealift Command (MSC) controlled or commercial scheduled vessels.

c. **General.** Supercargoes are personnel designated by a deploying unit, on orders, to supervise, guard, and maintain unit cargo onboard a vessel. It is the unit's responsibility to coordinate all requirements for supercargoes with the Military Sealift Command (MSC) well in advance of ship arrivals.

## d. Personnel.

(1) The composition of the supercargo team is dependent on several factors, including, but not limited to:

- (a) Number of berths available.
- (b) Amount and type of equipment/cargo deployed.
- (c) Duration of voyage.
- (d) Number of units deployed on a vessel.

(2) MSC controlled cargo ships are not usually equipped to carry more than twelve passengers, and many commercial ships have no provisions for personnel other than the ship's crew. Emergency equipment and provisions are usually based on the size of the crew. Because of these factors, arrangements for supercargo personnel require special consideration. Living and working conditions will be austere, but with proper planning should not result in hardship.

(3) A recommended supercargo team should be composed of the following:

- (a) OIC/NCOIC.
- (b) Classified/Sensitive Cargo Escort (if applicable).
- (c) Equipment Mechanics. 1 mechanic per 30 prime movers for RO/RO vessels, and 1 mechanic per 20 prime movers on Breakbulk vessels).

## e. Responsibilities.

- (1) Unit.
  - (a) All requirements for supercargoes must be coordinated with MSC at least seven days prior to sailing.
  - (b) Supercargoes must be on a DD Form 1610 for travel purposes.
- (2) OIC/NCOIC.
  - (a) Discipline and administration of supercargo personnel.
  - (b) Finalize berthing, messing, and personal hygiene arrangements of the team with the Master/Chief Mate. Problems should be brought to the attention of the MSC representative for resolution.
  - (c) Orient team with vessel layout.
  - (d) Coordinate supercargo schedule and emergency duty stations with the ship's captain/first mate.

(e) Establish a duty roster for supercargo personnel.

(f) Ensure ship's regulations are adhered to.

(3) Supercargoes.

(a) Observe cargo loading/discharge operation and report suspected damage/pilferage to the Port Operations Officer or his representative.

(b) Conduct periodic checks of cargo onboard ship. Report any unusual circumstances (i.e., smoke, fire, leaks, loose tie-downs, lack of ventilation, etc.) immediately to the ship's mate on duty.

(c) Make repairs to vehicles/equipment where possible e.g., change flat tires, change/charge dead batteries, repair torn canvas, replace headlights and reflectors, etc., and document repairs made enroute.

(d) Record items not repaired that could effect discharge operations (e.g., flat tires, radiators, fuel/hydraulic leaks, dead batteries, etc.) and report these items to the Port Operations Officer upon arrival. If the situation is severe, request the information be transmitted to the Port of Debarkation while enroute.

(e) Periodically start accessible vehicles/equipment to maintain operational status. (NOTE: Don't let the vehicles run out of gas).

(f) Guard classified/sensitive cargo as required.

(g) If equipment from multiple units is to be discharged at separate seaports, observe discharge operations to ensure correct unit equipment is offloaded.

(h) Maintain a record/log of daily activities.

f. Command and Control. While on board an MSC controlled ship, the personnel of the supercargo team will be under the command and control of the ship's Master. The OIC/NCOIC of a supercargo team will coordinate all team activities to include maintenance and repair of equipment and starting of vehicles with the ship's Master or his designated representative.

g. Documentation.

(1) Supercargo Orders. DD Form 1610 (Request and Authority for TDY) must be prepared for AGR and M-Day personnel designated as members of the supercargo team. Unit orders will also be prepared for part time personnel who are performing in an AT/ODT status.

(2) Classified Escort. DD Form 1610/unit orders must be annotated for each individual responsible for classified/sensitive cargo or equipment.

(3) Duty Log. DA Form 1594 (Daily Staff Journal or Duty Officer's Log) should be used to maintain a record of supercargo daily activities. One DA Form 1594 will be completed for each eight hour period, or shift change (whichever is shorter) within a 24-hour coverage.



h. **Equipment.** In addition to personal items required for support of the supercargo team, sufficient maintenance related items must be brought with the team. This includes, but is not limited to:

- (1) Tool set, general mechanics, 1 each per mechanic on team.
- (2) Jumper slave cable, 1 set per batch/hold.
- (3) Battery charger.
- (4) Limited Class IX items for repairs enroute (i.e., batteries, headlights, reflectors, etc.).
- (5) Canvas repair kit.
- (6) Basic Issue Items (BII) for each type of vehicle, 1 set per hatch/hold.

**4-4. ADVANCE PARTY PERSONNEL.** Advance party personnel will consist of, at a minimum, those personnel identified in para 4-2e. Additional personnel requirements will be coordinated with the Directorate of Operations and Training, OTAG.

**4-5. AIR DEPLOYMENT OF PERSONNEL.** a. Responsibilities.

(1) **MTMC.** When large troop movements are anticipated, MTMC, in coordination with the USAF and civilian contractors, will charter specific aircraft for that purpose.

(2) **USAF.**

(a) Will schedule aircraft departure times which best suit the deployment schedule. These schedules are not open to discussion by unit commanders or aircraft commanders designated under Para b.(1).

(b) Arrange for all baggage handling.

(c) Arrange for customs inspections at airports of debarkation.

(d) Designate a POC for coordination with MTMC, OTAG and deploying units.

(3) **USPFO.**

(a) Charter commercial bus transportation for troop movement to the APOE.

(b) Arrange for commercial aircraft ticketing for personnel enroute to the APOE as required.

(c) Provide contract feeding/meal tickets when required for personnel enroute to APOE.

(d) Provide an ITO to coordinate last minute transportation matters at the APOE during deployment. ITO will have USPFO purchase authority to arrange for unforeseen requirements, i.e., additional buses, additional meal tickets, etc.

(4) Senior Commands.

(a) Provide a liaison team at the APOE to facilitate deployment and personnel accountability.

(b) Insure that subordinate units/cells have met the POR requirements outlined in Appendix E of this regulation.

(5) OTAG.

(a) Provide liaison between the USAF, MTMC, USPFO and deploying units/cells to facilitate deployment.

(b) Provide an MP3 team at the APOE to facilitate last minute POR requirements, i.e., ID cards and ID (dog) tags.

(6) Deploying Unit/Cell.

(a) Designate an OIC/NCOIC as a POC to coordinate with, MACOM Liaison Teams at the APOE and to maintain control of troops.

(b) Comply with Appendix E of this regulation.

(c) Insure that troops are properly manifested and comply with the rules and regulations outlined in Para 4-5b below.

b. Rules and Regulations.

(1) The Air Force will appoint an aircraft commander to be in charge of all troops aboard a specific aircraft. Aircraft commanders will comply with all FAA and Air Force rules and regulations as briefed by Air Force personnel during loading, offloading, and in-flight operations. There will be no exceptions to this policy.

(2) Individual weapons and OCIE may be carried or worn aboard specifically chartered aircraft if the particular exercise prescribes this requirement as part of the uniform. BDUs are authorized for travel on chartered aircraft.

(3) Where flight schedules include landing and/or rotating stops at civilian airports, personnel dressed in BDUs will limit their exposure to the general public by staying in designated passenger waiting area. Under no circumstances will weapons accompany personnel in the general public areas of a civilian airport.

(4) Commercial Aircraft. When partial units or cells from units are deploying on commercial aircraft, personnel will travel in civilian clothes or the Class "A" uniform. When traveling through or near areas posing a terrorist threat, personnel will travel in civilian attire only.

(5) Reporting Responsibilities. Upon arrival at the OCONUS duty location, units/cells will provide OTAG with a closing report via telephone or message.

(a) If using a telephone, call OTAG collect (916) 854-3443, Autovon 466-3443, or FAX (916) 854-3069.

(b) If reporting by message, send the message to "RUWANBA/TAG CA Sacramento CA" (CAOT-TO).

(c) Report should contain name and rank of person reporting, number of personnel present for duty, accident or incidents, call back phone number and/or message address where unit may be contacted.

**4-6. OCONUS TRAVEL BY ARNG GENERAL OFFICERS.** a. For Adjutants General, OCONUS travel requests will be submitted by letter or message NGB-ZA.

b. For ARNG general officers other than Adjutants General, requests (letter or message) will be submitted through peace time channels to the Director, Army National Guard (NGB-ARO-Y). When travel is in conjunction with ODT/exercise participation, cite appropriate ODT line number from the FORSCOM Five Year ODT Plan.

c. All requests should include:

(1) Dates of visits.

(2) Specific area(s) to be visited.

(3) Purpose of visit.

(4) Unit(s) to be visited and other ANG/ARNG unit(s) in area at time of visit.

d. When possible, 60 days advance notice should be given to NGB, as OCONUS travel will require area clearance 30 days prior to travel.

e. For Adjutants General, CNGB approval/disapproval response will be transmitted to TAG via message.

f. For other general officers, Director, ARNG approval/disapproval response will be transmitted to State HQ as appropriate before travel is to begin.

g. Travel to SOUTHCOM is restricted. In addition to NGB approval, DOD approval may be required and travel may be limited to those trips sponsored by NGB-PA.

h. General officers must contact the State security manager for required protection and threat briefings prior to travel.

i. Questions concerning OCONUS travel by ARNG general officers may be directed to OTAG, CAOT-TO.

## CHAPTER 5

### REDEPLOYMENT

**5-1. PREPARATION OF EQUIPMENT.** a. **Cleaning.** All equipment arriving back in CONUS must be thoroughly cleaned before it is shipped from an OCONUS Port. Wash racks and cleaning areas will be coordinated with the host unit in-country.

b. **Agricultural Inspection.** An agricultural inspector from the California Department of Agriculture, will be on hand at the Port-of-Entry to inspect all equipment for cleanliness. Equipment which does not pass inspection will be directed to wash racks or other cleaning areas at the port. Equipment will be cleaned and reinspected before being allowed in the equipment holding area.

**5-2. REAR DETACHMENT RESPONSIBILITIES.** a. It is the responsibility of the Rear Detachment to see that all equipment has been thoroughly cleaned and packed properly for shipment, and to insure that all the unit's equipment is loaded for redeployment.

b. Provide port party personnel as instructed by the port authority.

c. Since the LOGMARS stickers are already attached, insure that vehicles and conexes are packed with the same items as they were upon deployment. This will insure that the equipment is stowed aboard ship correctly.

**5-3. AIRPORT OF DEBARKATION (APOD).** a. **Responsibilities.**

(1) USAF.

(a) Arrange for customs inspection at the APOD.

(b) Provide POC to coordinate baggage handling with the OIC/NCOIC of incoming unit.

(c) Provide 24 hour messing facilities where possible.

(2) USPFO.

(a) Charter commercial bus transportation for movement of troops to home stations.

(b) Arrange for commercial aircraft ticketing for personnel returning to home station as required and requested.

(c) Provide contract feeding/meal tickets for personnel moving to home station when required.

(3) Major Commands.

(a) Provide a liaison team at the APOD to facilitate redeployment and control of troops. The team should arrive at the APOD not later than one day prior to unit arrival.

(b) Coordinate transportation with the ITO for subordinate units.

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(c) Prepare cardboard signs for each bus designating its destination (Fresno Armory, Modesto Armory, etc).

(d) Ordering of meal tickets (if necessary) for personnel traveling by bus to home station.

(e) Control troops in the troop holding area of the APOD.

(4) Redeploying Unit/Cell.

(a) Appoint an OIC/NCOIC to control personnel and equipment while enroute from OCONUS to home stations.

(b) Tag all baggage with unit identification and final destination (Fresno Armory, Modesto Armory, etc).

(c) Coordinate with military Airlift Command (MAC) to pelletize all baggage indicating destination.

(d) Insure that unit integrity is maintained as much as possible. This is extremely important at air terminals while awaiting transportation.

(e) Insure all members complete customs declaration forms, collect completed forms and surrender them to customs inspections on demand.

b. Upon arrival at the APOD, the following procedures will be adhered to:

(1) OICs will report to their senior command representative at the personnel holding area in the air terminal. (Signs should be posted by the Major Commands).

(2) Baggage handlers will be appointed by the NCOIC and assembled in the terminal personnel holding area until called for by AF or National Guard personnel. Once called for, baggage handlers will proceed to the bus staging area and will off-load baggage from pallets to individual buses. Care must be taken to match the right baggage to the right bus. Buses will be marked by destination.

(3) All other personnel are to remain in the holding area until buses are ready for departure.

(4) Dependents of National Guard personnel will not be allowed into the holding area. Therefore, all personnel are encouraged to have dependents stay at home to await your arrival. If dependents happen to arrive at the APOD, they will be told by a liaison officer to return home or to your armory to wait for you there.

5-4. **COORDINATION.** All coordination with the APOD will be completed through OTAG Logistics Project Officer.

## APPENDIX A

## REFERENCES

AR 220-10	Preparation for Overseas Movement of Units (POM)
AR 350-9	Reserve Component Overseas Deployment Training with Active Components
FORSCOM Reg 55-1	Unit Movement Planning
DA PAM 738-750	The Army Maintenance Management System (TAMMS)
TM 38-250	Preparation of Hazardous Materials for Military Air Shipment
TM 38-230-1	Packaging of Materiel: Preservation Vol 1
TM 38-230-2	Packaging of Materiel: Preservation Vol 2
TM 55-601	Railcar Loading Procedures
FM 55-12	Movement of Army Units in Air Force Aircraft
FM 55-15	Transportation Reference Data
FM 55-65	Preparation for Unit Movement Overseas by Surface Transportation
CAL Reg 350-5	Annual Training - Army National Guard Administration
CFR 49	Title 49 Code of Federal Regulations CFR 49
AR 40-3	Medical, Dental, and Veterinary Care
AR 40-66	Medical Record and Quality Assurance Administration
AR 40-562	Immunization Requirements and Procedures
AR 600-9	The Army Weight Control Program
AR 540-3	Identification Cards, Tags, and Badges
AR 640-10	Individual Military Records
FORSCOM Supplement 1 to AR 350-9	Reserve Component Overseas Deployment Training with Active Component Commands
NGR 600-200	Enlisted Personnel Management
NGR 650-100	Officers and Warrant Officers Military Personnel Records Jacket

APPENDIX A (continued)

CNGB All States Letter, LOG 85-325 Dtd 1 Feb 85, Subject: ARNG Dental Records for Identification Purposes

NGB Message 051700Z Dec 85, Subject: Identification Dental Records and Panographic Radiographs

NGB Message 221350Z Apr 86, Subject: Preparation of Soldiers for Movement

NGB Message 191212Z May 86, Subject: HTLV-III Screening Requirement for Soldiers Participating in Overseas Deployment Training (ODT)

Letter (CAOT-TO) dated 8 May 86, Subject: Preparation of Soldiers for Movement

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# ADAPS PAYROLL CERTIFICATE

B-1



## APPENDIX B (continued)

Complete only those items listed below (heavy underlines)

Name, Rank, Unit and Telephone Number	Self Explanatory
SSN	Social Security Number
PRN	Payroll Number, (i.e., J01)
Order Number	11-3 Code as 011-03
Order Date	Year-Month-Day (YYMMDD)
TR 1 Start and End Dates	First and Last day of Duty
TR 2 and TR 3	Use only if there are breaks in duty, i.e., on duty weekdays only.
Address Lines 1, 2, and 3	Self Explanatory

LEAVE

1. Enter number of days of leave accrued and the dates of AT, AAT, FTTD, etc, of 30 continuous days or more (may be on more than one order).

2. Enter the number of days of accrued leave paid since 10 Feb 76 (see DD Forms 214, PFR etc.).

NOTE: A. Leave may be paid on a supplemental payroll or on the final voucher. In either case, complete 1 and 2 above and attach two copies of fall previous DA 2139's and orders to substantiate duty performed.

B. DA 2139's reflecting accrued leave paid should be filed in the permanent section of the PFR (NGB Pam 37-104-3).

MISCELLANEOUS ENTITLEMENTS

Note any entitlements that are not automatically paid, such as: BAQ w/o dependents, enlisted BAS, saved-pay, VHA and FSA. Payment of enlisted BAS and/or BAQ w/o must be supported by a statement on non-availability in the orders or a DD Form 1351-5 from the duty station. Permission to mess separately may be granted by the unit commander on a DD Form 2496.

SUPPLEMENTALS

1. Supplemental payrolls are used to correct erroneous pay caused by incorrect information received or in-put by ADAPS. Do not use the term "supplemental" to pay additional duty days as this will delay payment.

2. Send two copies of all supporting documents with your request for supplemental pay. Supporting documents include: All orders, DA Forms 2139 and 3298. Federal recognition, etc.

3. Correct payment for BAQ with dependents, promotions, incentive pay and time-in-service depends on information in the SIDPERS Data Base. It is the unit's responsibility to telephone SIDPERS to insure that the Data Base has been corrected before sending the supplemental to ADAPS.

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APPENDIX C  
PAYROLL CHECKLIST

UNITS

DATE COMPLETED

- D-60 Preliminary UPL Received by Unit
- D-57 Corrections to the UPL within 72 hours sent to SIDPERS
- D-20 ADAPS Master Listing received by Unit
- D-13 ADAPS Master Listing submitted to USPFO
- D-6 Checks picked up by Class A agent

CELLS

- D-13 NGB Form 102-10/CAL ARNG Form 37-9 submitted to USPFO
- D-6 Checks picked up by Class A agent

ADVANCE AND REAR DETACHMENTS

- D-13 Add to ADAPS Master Listing or NGB Form 102-10/CAL ARNG Form 37-9 and submit to USPFO

DOCUMENTS SUBMITTED BY ALL

YES

NO

- Annual Training Orders (2 copies)
- DD Form 577 for Master Listing Signature (1 copy)
- Class A Agent Order (1 copy)

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## APPENDIX D

PASSENGER MANIFEST			(Check applicable box)		CARRIER	AIRCRAFT NO.
			NONREVENUE	REVENUE		
1 ORIGIN	2 DESTINATION (Name and location)		3. MANIFEST NO.	4. TRIP NO. AND DATE		5 CABIN ATTENDANT
6 MANIFEST						
LINE NO.	GRADE OR TITLE	U.S. ARMED FORCES PASSENGERS (Name and AFSPN or SSAN) U.S. CIVILIANS AND FOREIGN NATIONALS (Name-Last, First, M.I., and Passport No.)	CHECKED BAGGAGE		PASSENGER WEIGHT PLUS CABIN BAGGAGE	AUTHORITY AND/OR PRIORITY IDENTIFICATION (INS., Order No., and Date)
			PIECES	WEIGHT		
A	B	C	D	E	F	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
TOTALS					TOTAL WEIGHT PASSENGERS AND ALL BAGGAGE	
9 ALL PASSENGERS AND BAGGAGE LISTED ON THIS MANIFEST HAVE BEEN LOADED						
DATE	MANIFEST PREPARED BY (Typed name, grade, title)				SIGNATURE OF LOADING SUPERVISOR	
10 ALL PASSENGERS AND BAGGAGE LISTED ON THIS MANIFEST HAVE BEEN RECEIVED EXCEPT AS CIRCLED AND NOTED ON REVERSE						
DATE	PRINTED NAME GRADE OR TITLE OF UNLOADING SUPERVISOR				SIGNATURE	

AF FORM 96

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## APPENDIX E

### PREPARATION OF OVERSEAS REPLACEMENTS (POR) REQUIREMENTS

**E-1. PURPOSE.** This Appendix specifies individual/unit personnel actions required prior to Overseas Deployment Training (ODT).

**E-2. OBJECTIVES.** a. To provide a complete summary of essential personnel requirements for ODT prior to embarkation.

b. To ensure that essential casualty identification can be completed if required.

**E-3. REFERENCES.** See Appendix A.

**E-4. GENERAL.** Regulations outline requirements for personnel actions which must be completed and current prior to any ODT. General guidelines stated in this Appendix are the minimum requirements. Additional actions may be required for specific deployments. Individual soldiers will be screened to insure compliance with provisions of this Appendix prior to embarkation. Failure to complete required actions may preclude the individual's departure.

**E-5. IDENTIFICATION.** a. Identification Card. Individual soldiers must possess and carry on their person a current DD Form 2A. Armed Forces Identification Card, Active Duty, Green or Reserve, Red. Cards must conform to the standards established by Chapter 2, AR 640-3 including blood type and Geneva Convention Category.

b. Identification Tags. Individual soldiers must wear their ID tags at all times when participating in ODT activities. Two tags with chains are required. Tags will be prepared IAW Section V, Chapter 5, AR 640-3.

**E-6. MEDICAL.** a. Medical Records. Medical records will not be transported with individuals on short term (90 days or less) ODT assignments. Medical treatment facilities will prepare necessary documents as required by AR 40-66 and unit personnel will insure the return and correct distribution of these documents at the conclusion of the ODT assignment.

b. Immunizations. All immunizations required for the deployment area by AR 40-562 and other pertinent correspondence must be completed prior to embarkation. Individuals must have on their person, International Certificates of Vaccination, Form PHS-731 properly documenting the required immunizations. Unit movement orders will cite special immunization requirements.

c. Dental Records. All soldiers on active duty for training must have dental records including identification panographic radiograph.

(1) Soldiers are not considered OCONUS deployable for any exercise, TDY, IDT, AT, or ADT unless he/she has a dental record. Contents of the record must include individual Panographic Radiographs.

(2) Dental records will not be transported to any exercise, TDY (unless TDY enroute). IDT, AT, or ADT. They will remain on file with the member's dental (medical) records at his/her home unit.

## APPENDIX E (continued)

(3) All CAL ARNG units must comply with published suspense dates for acquiring dental records and panoramic radiographs.

(4) If, for unforeseen reasons, a unit must deploy with its dental records, under no circumstances will soldiers and their dental records deploy on the same aircraft or conveyance.

(5) Units having personnel in need of panoramic radiographs will contact the State Surgeon's Office (175 Med Bde, AV 466-3601 or Commercial (916) 422-6500) for contracting purposes. Under no circumstances will units contract for the X-rays on their own behalf.

d. HTLV-III Screening. Effective 1 Oct 86 soldiers participating in ODT must be HTLV-III screened prior to deployment. For ODT purposes, the HTLV-III screen is valid for 24 months.

e. The statement and checklist at Figure 1 to this Appendix must be completed by the unit commander or his representative certifying that all individuals meet the requirements of Para 6c and d above. Two copies of the certification will accompany the individual to port of embarkation (POE). One copy will be retained by the individual and the other will be collected by an OTAG staff member. Personnel who do not have a verification certificate will NOT be allowed to board the aircraft. OTAG will conduct a random personnel records check to certify compliance with POR requirements. Commanders are reminded that falsification of the POR verification certificate is considered perjury and grounds for dismissal from the CAL ARNG.

E-7. **WEIGHT CONTROL.** a. Soldiers must be in compliance with the weight standards listed in Appendix A, AR 600-9. If Service Member's weight exceeds the requirements the following must be complied with:

(1) Using procedures established by AR 600-9, the soldier has been evaluated and found to be in compliance with weight standards.

(2) Using procedures established by AR 600-9, the Service Member has been evaluated and counselled and is currently in compliance with his/her directed weight control program.

b. All documents validating compliance with Paragraph 7a(1) and (2) must accompany the unit/soldier and be available for inspection by gaining command.

c. Soldiers who do not meet the criterion established by AR 600-9 will not participate in ODT activities.

E-8. **SECURITY CLEARANCE.** Soldiers must possess a valid security clearance commensurate with their current grade or as required by their duty SSI/MOS. Additional security clearance requirements may be imposed for specific ODT assignments. Requests for security clearances must be submitted to OTAG, ATTN: CAMP-SB NLT six months prior to deployment. Interim clearances will not be granted as matter of course, or for those individuals who require clearances but failed to submit for them.

E-9. **UNIT DEPLOYMENT ORDERS.** Individuals will carry, on their person, valid copies of unit deployment orders. Special orders may be required for selected deployment areas such as NATO Travel Order, AE Form 475-R for European deployment.

APPENDIX E (continued)

E-10. **LEGAL AFFAIRS.** While wills and powers of attorney are not mandatory, commanders must ensure that unit members are given necessary personal affairs briefings with emphasis on the uses and possible need for wills and powers of attorney. In addition, DD Form 93, Record of Emergency Data, and VA Form 29-8286, Servicemen's Group Life Insurance Election should be verified to insure their currency and completeness.

E-11. Each soldier must receive a Threat Briefing prior to deployment. Units should coordinate with the Directorate of Plans and Operations (CAPO) for scheduling briefings during IDT. The briefing will consist of:

- a. World Wide Terrorist Threat
- b. Terrorist and other threat activities in the area of deployment
- c. Personal protective measures

E-12. **FAMILY CARE PLAN.** All CAL ARNG commanders will comply with Interim Change No. 101 to AR 600-20, Personnel-General, Army Command Policy. Special attention is directed to para 5-5 of subject Interim Change.

E-13. **PERSONNEL ODT CHECKLIST.** All personnel actions required by this Appendix should be completed in advance of the Precamp Conference but not later than 30 days prior to actual deployment dates. A personnel deployment screening verification statement, Figure 1 to this Appendix must be completed for each individual prior to reporting at POE for departure. **EXCEPTION:** Terrorist briefings particular to the area of operations should be given as near the deployment date as possible to insure information disseminated is current.

## APPENDIX E (continued)

## PERSONNEL DEPLOYMENT SCREENING VERIFICATION STATEMENT

Soldier's Name \_\_\_\_\_

Soldier's SSN \_\_\_\_\_

Unit of Assignment \_\_\_\_\_

Deployment Departure/Return Dates \_\_\_\_\_

## COMMANDER'S STATEMENT:

I certify that the Service Member (SM) cited above was screened for deployment requirements on the dates indicated below and is in compliance with CAL ARNGR 350-2. (Each verification date must be within 30 days of the projected deployment departure date)

Date  
Verified

\_\_\_\_\_ Soldier has a current HTLV-III Screen on file. Date of screen \_\_\_\_\_.

\_\_\_\_\_ Soldier's Identification Panorgraphic Radiographs are on file at: \_\_\_\_\_  
Location

\_\_\_\_\_ DD Form 2A, Armed Forces Identification Card (red or green) in possession of individual.

\_\_\_\_\_ Identification Tags (dog tags) are in possession of individual.

\_\_\_\_\_ Form PHS-731, International Certificates of Vaccination. Required vaccinations/immunizations are current and the certificate is in the possession of individual.

\_\_\_\_\_ Unit/Individual Deployment Orders are in possession of individual.

\_\_\_\_\_ Individual is in compliance with Weight Control Standards.

\_\_\_\_\_ Security Clearance is of the correct type/level.

\_\_\_\_\_ DD Form 93, Record of Emergency Data. Data has been verified by the undersigned as current and correct.

\_\_\_\_\_ VA Form 29-8286, Servicemen's Group Life Insurance Election has been verified by the undersigned as current and correct.

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APPENDIX E (continued)

Date  
Verified

\_\_\_\_\_ Counseling provided for completion of Wills and Powers of Attorney.

\_\_\_\_\_  
Date Counseled

\_\_\_\_\_ Threat Briefing given to individual. \_\_\_\_\_  
Date Given

\_\_\_\_\_ Family Care Plan complete and current.

\_\_\_\_\_  
Commander's/Commander's Representative Signature

Date of Signature \_\_\_\_\_

CONSENT STATEMENT

**POLICY.** California Army National Guard soldiers shall not be required to train outside of the Continental United States (OCONUS) without the soldiers' consent; coercion shall not be employed to obtain consent; consent shall always be in writing; and a soldier may withdraw consent by so notifying the unit commander in writing at least one day prior to the reporting date specified on orders.

**CONSENT.** I understand the policy stated above and I consent to participate in OCONUS training as stated herein.

\_\_\_\_\_  
SOLDIER SIGNATURE

\_\_\_\_\_  
DATE

Figure 1



## APPENDIX F

## LOGMARS

**F-1. CONCEPT.** The LOGMARS concept is designed to improve the flow of cargo through the SPOE using Bar Code Technology. This concept is designed to eliminate the hard copy of the Transportation Control and Movement Document (TCMD) by replacing it with Bar Code labels. This will be accomplished by using portable Bar Code readers to track cargo through terminal from receipt to loft.

**F-2. RESPONSIBILITIES.** a. Terminal Commanders are responsible for equipment control and security, personnel training, and formulating specialized procedures that are pertinent to CAMS/LOGMARS functions.

b. Deploying unit commanders are responsible for providing accurate advance data to insure Bar Code labels match equipment and configuration. Also insure all equipment is reduced to its lowest configuration and prepared IAW TB 55-65.

c. Unit commanders must insure that all Bar Code labels are properly matched and applied to equipment prior to deployment from unit and that if any changes to the advance data occur this information must be given immediately upon arrival to the terminal commander or his representative. This information should contain the following items, in this order:

- (1) UIC
- (2) Line number of equipment being changed or replaced
- (3) Transportation Control Number
- (4) Commodity Code
- (5) Pieces
- (6) Weight
- (7) Cube
- (8) Hazardous - yes or no. If yes, proper shipping name
- (9) Measurement tons

**F-3. OPERATIONAL PROCEDURES.** a. After receipt of advance date (AUEL) all pertinent information will be extracted and two copies of each Bar Code label will be produced and sent to each deploying unit's commander. Upon receipt of these Bar Code labels and TCN match on the equipment to which they will be applied. After this has been accomplished the Bar Code labels will be affixed to the deploying equipment in the following manner: 1 Label on drivers side of vehicle approximately head high, 1 label on left front side on fender or hood. Be sure all areas are free of moisture or dust, and labels are not attached over any identifying marks. On conex containers attach 1 label to container opposite doors and 1 label on left side facing the doors. On all general cargo or pallets attached label on 2 sides. Be sure labels are attached to a clean smooth surface.

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b. Equipment Arrival at Terminals. Prior to final staging and receipt of equipment, all equipment will pass through an assembly area to insure labels are attached and equipment is properly configured for deployment. At this time if any discrepancies are noted they will be corrected prior to being sent to final staging area.

c. Final Staging Area. Upon arrival at final staging area, the equipment will be receipted by using the Portable Bar Code Scanners. At this time equipment will be inspected for damage and, if damage is found, it will be documented at the time of receipt. NOTE: This is the first function of the Deployment Chain and will include the following actions:

- (1) Receipt
- (2) Location
- (3) Equipment Count
- (4) Damage Codes
- (5) Time

These items are extracted by the Portable Bar Code Reader and transferred through a Micro Computer for storage and/or records.

#### LOGMARS LABEL

The following information will appear on the LOGMARS Label:

Bar Coded:	TCN
In-the-clear:	TCN
	"MIKE" NUMBER
	NOMENCLATURE
	DIMENSIONS
	WEIGHT
	CUBE M/T
	COMMODITY CODE
	TYPE PACK CODE

APPENDIX F (continued)

LABEL LOCATIONS

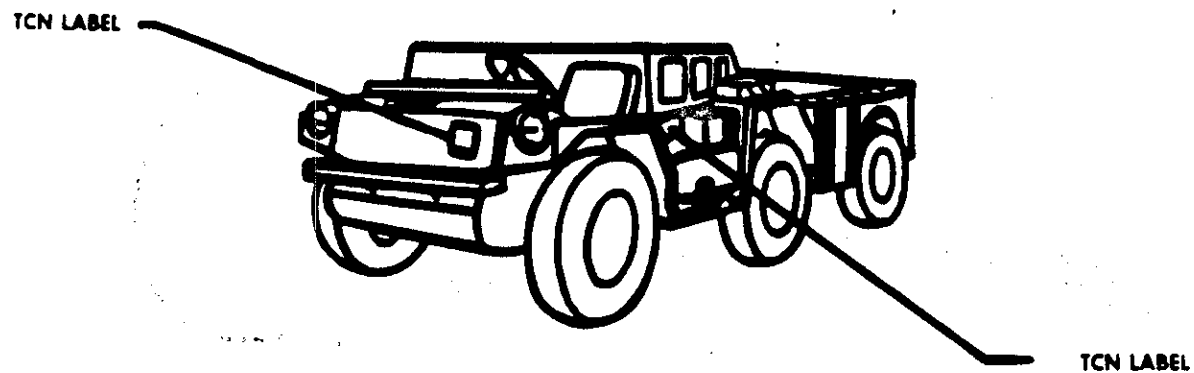
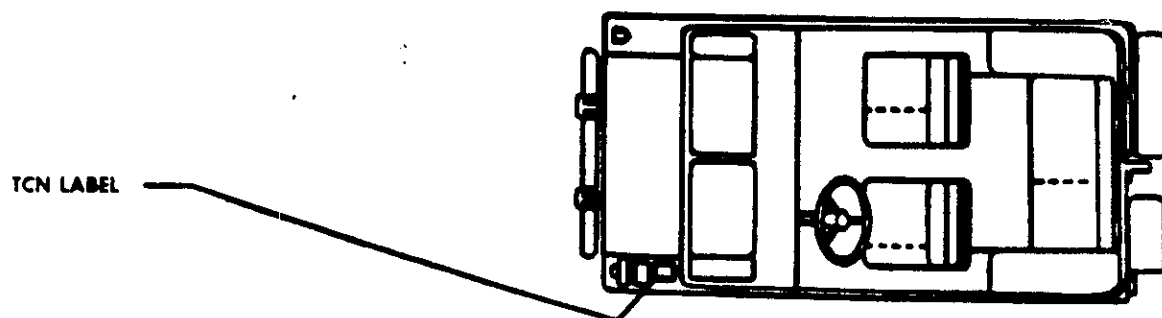
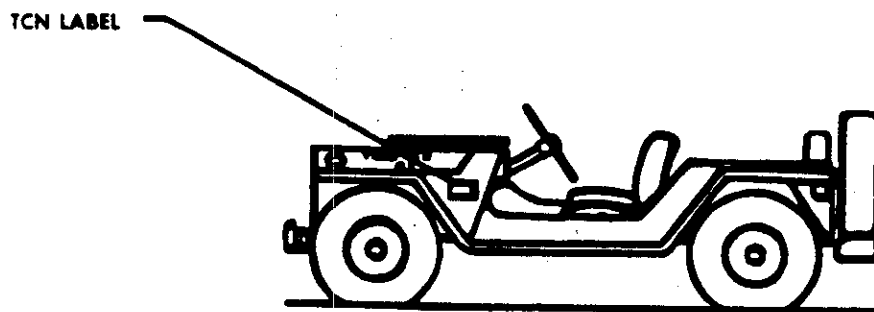


FIGURE F-1

M661 Truck, Cargo, 1 1/4 Ton



APPENDIX F (continued)

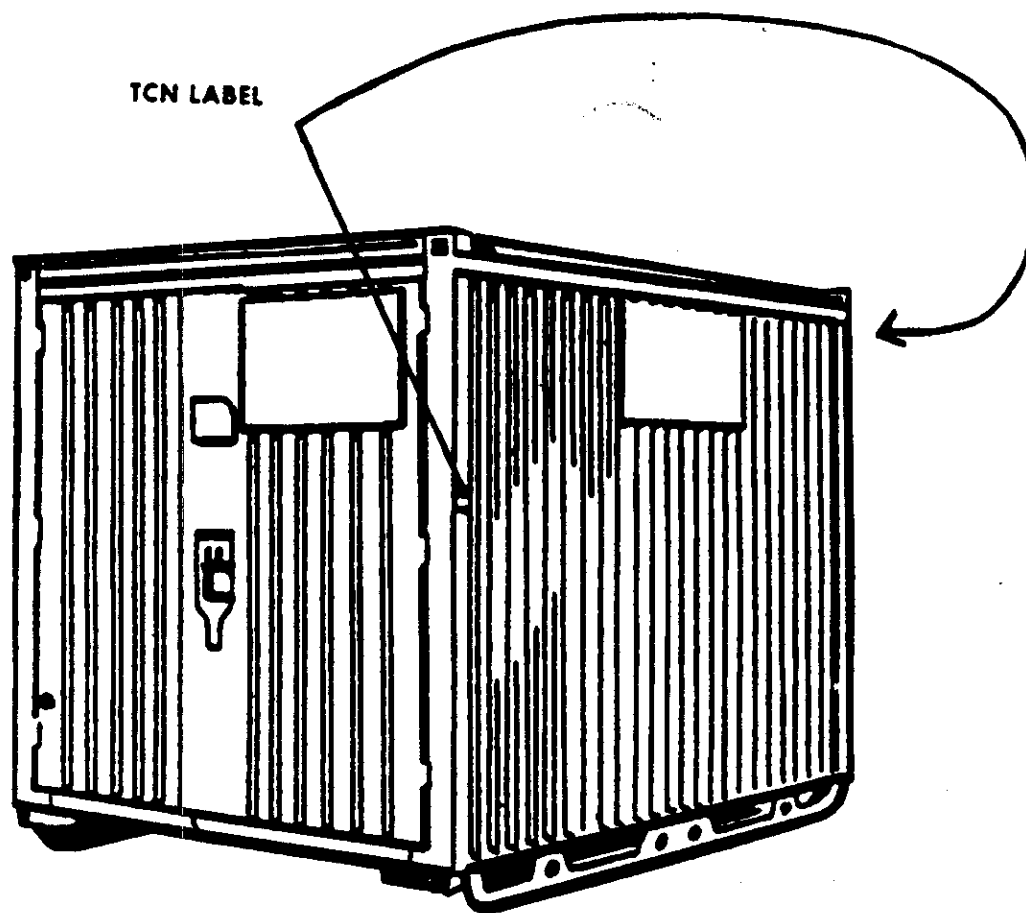


FIGURE F-2

## APPENDIX G

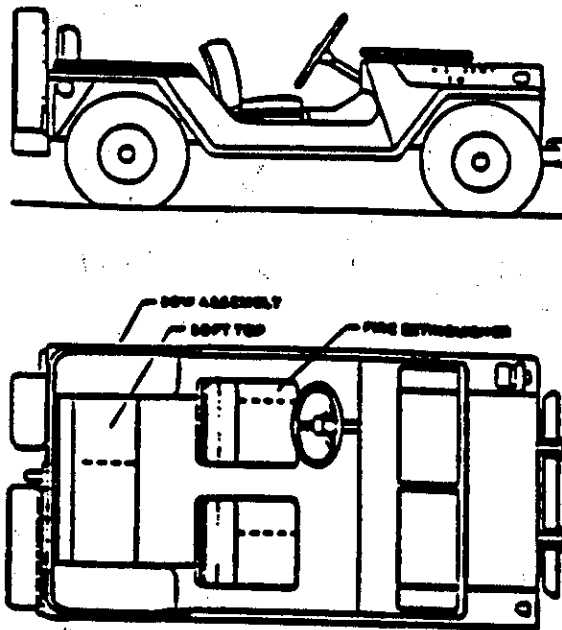
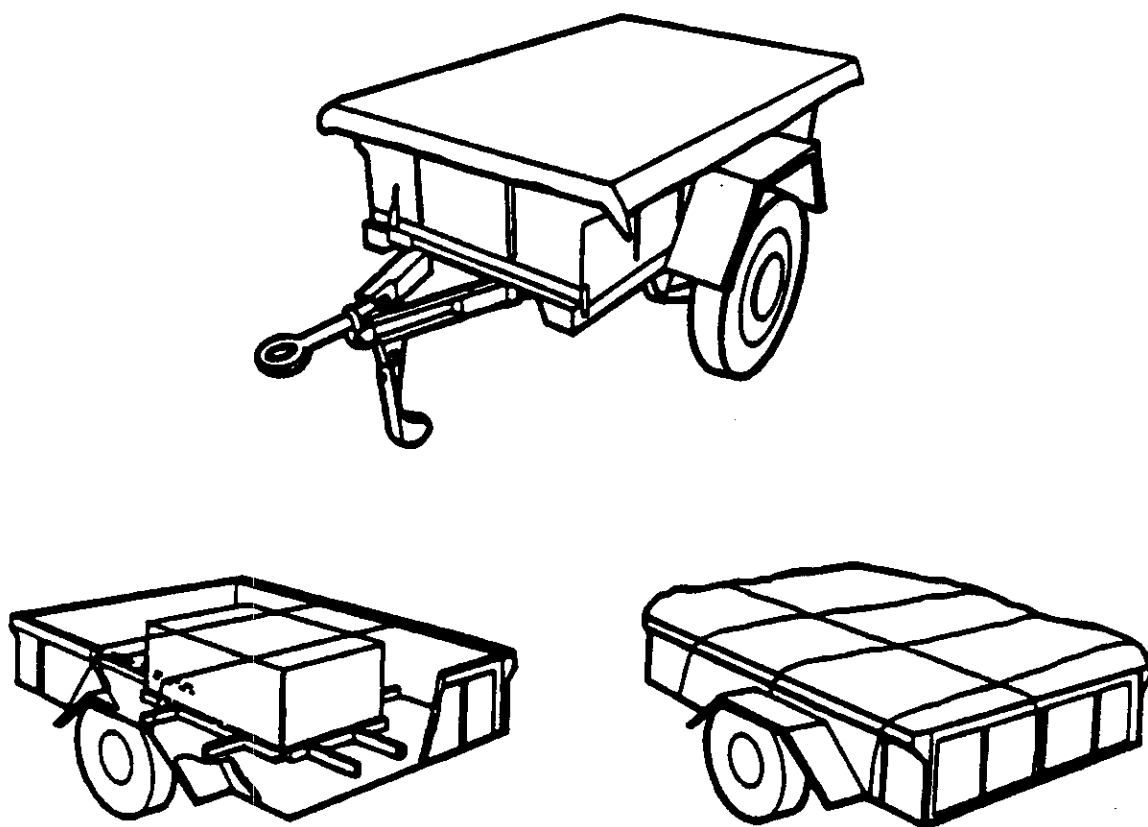


FIGURE G-1 (M151 Truck, Utility)

1. Remove mud and dirt from the vehicle.
2. Remove soft top (do not fold it when it is wet, and do not crease or fold rear window). Neatly fold and roll it, stow it under rear seat, and secure it with tiedown straps to rear seat frame behind the hinge. Lower the bow assembly to stowage position and secure it with straps.
3. Windshield may remain upright when specifically directed by MTMC port call message and/or when there is an antenna mast; otherwise, fold it down onto hood of engine compartment. When folded, pad between windshield and vehicle with 1/4-inch waterproof cardboard and secure it.
4. Remove fire extinguisher, wrap in 1/4" waterproof cardboard and stow under the seats.
5. Remove outside mirror, cover with 1/4" waterproof cardboard and package with on-vehicle equipment (OVE) in OVE box.
6. Spare tire may interfere with lifting devices; if so, remove and secure with metal strapping on the vehicle floor under the rear seat.
7. Remove radios, COMSEC equipment, and antennas. Wrap them in cardboard and stow them separately in secure location specified by the supervisor.
8. Package all on-vehicle equipment (OVE) and tools in OVE box under the front right seat.
9. Make sure the vehicle fuel tank is three-quarters full and that any fuel containers are empty, clean, and strapped down.
10. Make sure the spare tire is tied down securely and the vehicle is free of ammunition or explosives (live or blank).

## APPENDIX G (continued)

**FIGURE G-2 (M416 Trailer, Cargo, ¼-Ton, 2-Wheel)**

- 1 Remove mud and dirt from the trailer.
- 2 Load cargo, if any, and arrange it to limit movement. Block and brace on all four sides.
- 3 Cover with tarpaulin and secure with tiedown ropes. (If there is no cargo, neatly fold and stow tarpaulin on trailer floor.)
- 4 Make sure any cargo, empty fuel cans, and the spare tire are tied down securely and the trailer is free of ammunition or explosives (live or blank).

## APPENDIX G (continued)

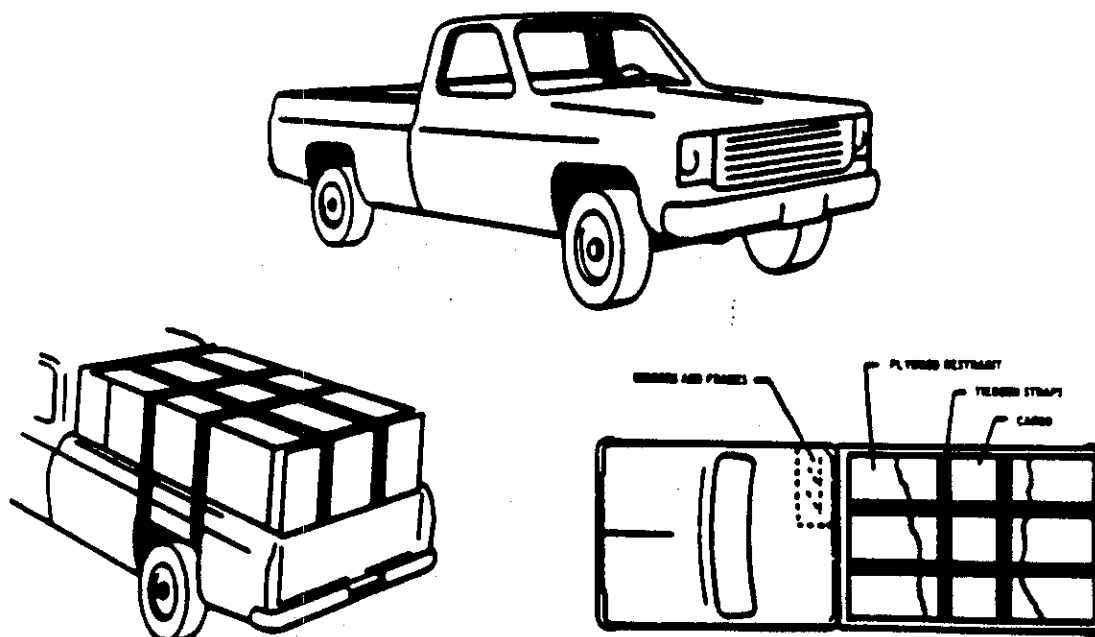


Figure G-3 (M880/M890-Series Truck, Cargo)

Remove mud and dirt from the truck.

- 2 To load cargo
  - a Loop or attach four tiedown straps around main frame.
  - b Place plywood restraint barrier vertically at forward end of the cargo bed.
  - c Place cargo in vehicle bed and arrange to limit movement.
  - d Place plywood restraint barrier vertically between cargo and tailgate.
  - e Secure the cargo with the load binders. If side racks are used, direct the straps through the slats.
- 3 Load as much weight as possible on the center of the cargo bed to distribute the weight properly over both axes.
- 4 Remove side mirrors and frames. Cover mirrors with  $\frac{1}{4}$ " waterproof cardboard and tie them down under seats in cab.
- 5 Remove the radio and antenna on the following models: M881, M882, M883, M884, M891, M892. Using stencils or tags, label the items with vehicle number and stow them in a secure place specified by the supervisor.
- 6 On the M886 and M893 ambulance models, close and lock the rear doors.
- 7 Secure and padlock the spare tire.
- 8 Wire the vehicle keys to the steering column.
- 9 Make sure vehicle fuel tank is three-quarters full.
- 10 Make sure the vehicle is free of explosives or ammunition (live or blank).
- 11 Make sure the tailgate is securely latched in the upright position.

## APPENDIX G (continued)

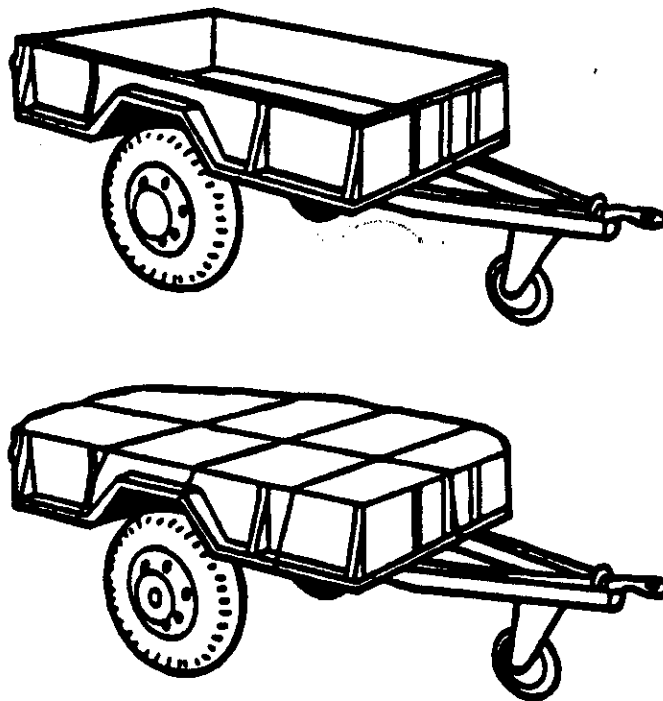


FIGURE G-4 ( M101/ M105 Trailers, Cargo, 1-½ - Ton )

- 1 Remove mud and dirt from the trailer.
- 2 Load cargo and arrange it to limit movement. Block and brace on all four sides.
- 3 Remove tarpaulin, bows, and sideracks. Bundle bows and sideracks and stow them with cargo. Cover cargo with tarp and secure with tiedown straps. (If there is no cargo in the bed, secure the tarpaulin assembly and sideracks in the bed with roll up straps, rings, and hooks.)
- 4 Make sure any cargo, empty fuel cans, and the spare tire are tied down securely and the trailer is free of ammunition or explosives (live or blank).



## APPENDIX G (continued)

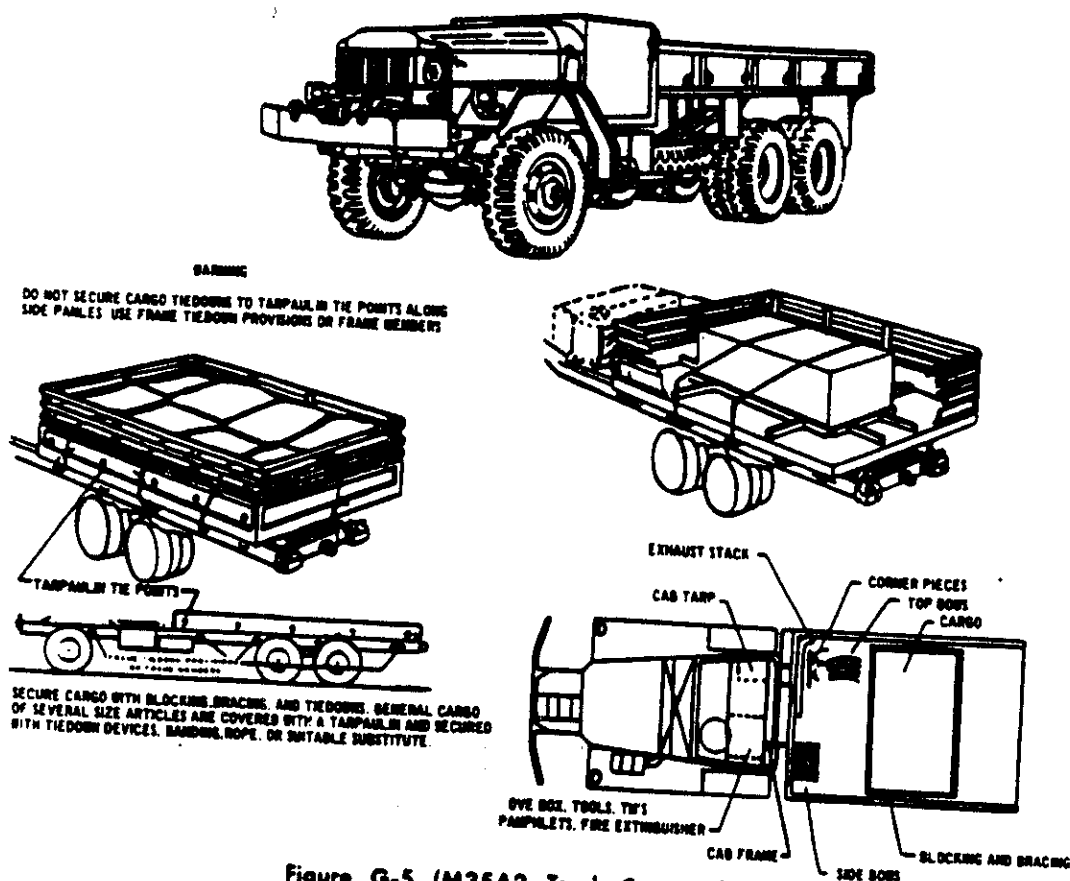


Figure G-5 (M35A2 Truck, Cargo, 2½-Ton)

- 1 Remove mud and dirt from the truck.
- 2 Remove cargo tarp and bows. Bundle the side bows and secure them in the cargo bed next to the cab. Bundle the top bows, bundle the corner pieces, and secure both bundles on the right side of the cargo bed near the cab.
- 3 Remove cab tarp and frame. Fold and store them under and behind front seat.
- 4 Windshield may remain up right when specifically directed by MTMC in port call message; otherwise fold it down. When folded, put ¼-inch waterproof cardboard under the windshield to stop vibration, then tie it down.
- 5 Loosen mirror brace and with tape secure it to the door. Cover mirrors with ¼" waterproof cardboard and fold against door and tighten in place.
- 6 Remove exhaust stack extension and secure it in the cargo bed.
- 7 Load cargo centering it in the cargo bed. Do not stack cargo above the height of the side racks. Block and brace around cargo to prevent movement. Cover with cargo tarp and secure.
- 8 Store all on-vehicle equipment (OVE) (tools, pamphlets, TM's) in the driver's OVE box. Wrap fire extinguisher in ¼" waterproof cardboard and store it in OVE box.
- 9 Padlock OVE box closed.

## APPENDIX H

## VEHICLE FORDING AND ACCESSORIES SPECIFICATIONS

**H-1. FORDING OPERATIONS.** Fording operations may be involved during the field exercises. The following information indicates maximum depths of fording, without fording kits installed on the vehicles:

<u>Vehicle Type</u>	<u>Maximum Depth</u>	<u>Vehicle Type</u>	<u>Maximum Depth</u>
Carr Mort, M106A2	40 Inches	Rec Veh, Med, M88A1	56 Inches
Carr CP, M577A2	40 Inches	Tank, Cbt, M60A3	48 Inches
Carr Pers, M113A2	40 Inches	Truck, 1/4-Ton, M151 Series	21 Inches
Carr TOW, M901A1	40 Inches	Truck, 1 1/4-Ton M880 Series	16 Inches
Carr, GM, M220, M11EA1	40 Inches	Truck, 1 1/4-Ton, MM561 Series	30 Inches
Gun, SP, M42A1	40 Inches	Truck, 2 1/2-Ton, M35 Series	30 Inches
Lchr, AVLE, M48A5	48 Inches	Truck, 5-Ton M54 Series	30 Inches
Cbt Engr Veh, M728	48 Inches	Truck, 5-Ton, M800 Series	30 Inches
Rec Veh, Lt, 578	42 Inches	Truck, 5-Ton, Wrk M62/M246 Series	30 Inches

**H-2. TIRE CHAINS.** Each tactical vehicle will be equipped with tire chains for each drive wheel when conditions warrant. Listed below are the National Stock Number (NSN) and unit of issue for basic types of tactical vehicles. Units must requisition tire chains well in advance of the exercise.

<u>Type Vehicle</u>	<u>Tire Size</u>	<u>NM</u>	<u>Unit of Issue</u>
1/4-Ton Trk	7.00 x 16	2540-00-177-7235	Pr
M1009 (CUCV)	10R15	2540-01-185-8306	Pr
All other CUCVs	LT235/85416	2540-DO-528-7360	Pr
M880 Series	9.50R x 16.5	2540-00-057-0204	Pr
Gama Goat	11.00 x 18	2540-00-933-6933	Pr

## APPENDIX H (continued)

<u>Type Vehicle</u>	<u>Tire Size</u>	<u>NM</u>	<u>Unit of Issue</u>
2 1/2-Ton Trk (Single)	9.00 x 20	2540-00-933-9024	Pr
2 1/2-Ton Trk (Dual)	9.00 x 20	2540-00-933-9030	Pr
5-Ton Trk	11.00 x 20	2540-00-933-9034	Pr
5-Ton Trk (Dual)	11.00 x 20	2540-00-933-9020	Pr
M816 Wrecker (Single)	12.00 x 0	2540-00-933-6922	Pr
M816 Wrecker (Dual)	12.00 x 20	2540-00-933-6917	Pr
Bridge Trk (Single)	14.00 x 20	2540-00-933-9033	Pr
Bridge Trk (Dual)	14.00 x 20	2540-00-933-6928	Pr
M916 Trk	11.00 x 24	2540-00-933-6935	Pr
10-Ton Trk	14.00 x 24	2540-00-933-9023	Pr
10-Ton Trk	14.00 x 24	2540-00-933-6929	Pr

**H-3. DRY CELL BATTERIES.** In accordance with SB 11-6, the following Arctic Zone dry cell batteries are to be used below 32 degree Fahrenheit:

Primary BatteryArctic Zone Battery

BA-30 (6135-00-120-1020)

BA-3030 (6135-00-930-0030)

BA-42 (6135-00-120-1010)

BA-3042 (6135-00-935-5301)

BA-58 (6135-00-120-1030)

BA-3058 (6135-00-935-2587)

BA-90 (6135-00-850-3177)

BA-3090 (6135-01-063-1978)

BA-1567 (6135-00-485-7402)

BA-5567 (6135-01-090-5365)

BA-4386 (6135-00-926-8322)

BA-5598 (6135-01-034-2239)

BA-1588 (6135-00-094-6536)

BA-5588 (6135-01-088-2708)

It is strongly recommended that an Equipment Inspection and Maintenance Worksheet (DA Form 2404) be prepared to reflect equipment condition status at the time of departure from Korea. Unit/organization commanders should handcarry inspection sheets to their home station OMS. This will enable the Maintenance System to better determine maintenance assistance and repair parts required upon arrival at Home Port.

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# APPENDIX I

## PREDEPLOYMENT CHECKLIST

<u>Item</u>	<u>Generated By</u>	<u>Provided To</u>	<u>Suspense</u>
AUEL Report	Unit	OTAG	D-180
Request for Specticle Inserts	Unit	USPFO	D-180
Initial List of Equipment	Unit	USPFO & OTAG	D-180
Request for Training Ammunition	Unit	OTAG	D-180
Technical Inspection of Vehicles	Unit	OMS	D-180
Map Requirements Submitted (See Appendix J)	Unit	OTAG	D-180
Request for Security Clearances	Unit	OTAG	D-180
Ramp Strength Update	Unit	OTAG	D-180
First Manifest Due	Unit	OTAG	D-120
Requisition Sets Kits & Outfits	Unit	USPFO	D-120
Request for Conex Container Inserts	Unit	USPFO	D-120
Request Cold Weather Gear	Unit	USPFO	D-120
Request for Dry Cell Batteries	Unit	USPFO	D-120
SSSC Items	Unit	USPFO	D-120
Janitorial Supplies	Unit	USPFO	D-120
Packaged POL	Unit	USPFO	D-120
Barrier Materiel & Engineer Equipment	Unit	USPFO	D-120
Request for Temp Loan of Equipment	Unit	Sponsor	D-120
Identification of Critical MOS Shortages	Unit	OTAG	D-120
AUEL Update	Unit	OTAG	D-120
Drivers License Testing	Unit		D-120

## APPENDIX I (continued)

<u>Item</u>	<u>Generated By</u>	<u>Provided To</u>	<u>Suspense</u>
Order Necessary Signs	Unit	USPFO	D-120
POR - POM Update	Unit	OTAG	D-120
Packing Materials Orders	Unit	USPFO	D-120
Request for Chemical Defense Equipment	Unit	USPFO	D-120
Mandatory Parts List	Unit	USPFO	D-120
ASL	Unit	USPFO	D-120
Ramp Strength Update	Unit	OTAG	D-90
Supercargo Pers. Identified	Unit	OTAG	D-90
Complete Rail Loading Class	Unit		D-90
Complete Drivers Testing	Unit		D-90
Inventory Equipment to be Deployed	Unit	USPFO & OTAG	D-90
Immunizations	Unit		D-90
HTLV-III Testing	Unit		D-90
Promotions	Unit	OTAG	D-90
Physical Examinations	Unit		D-90
Calibration of Radiac Gear	OMS		D-90
Issue Special Clothing	Unit		D-90
List of Key Personnel needing TOC passes	Unit & OTAG	Sponsor	D-80
Second Manifest Due	Unit	OTAG	D-80
Request DCU Support	Unit	MTMC	D-80
ID Cards	Unit		D-60
ID Tags	Unit		D-60

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APPENDIX I (continued)

<u>Item</u>	<u>Generated By</u>	<u>Provided To</u>	<u>Suspense</u>
Panographic X-rays	Unit	USPFO	D-60
Final AUCL Update	Unit	OTAG	D-60
Commercial Bus Request	Unit	OTAG	D-60
Personnel Rosters - Orders	Unit	OTAG	D-60
NGB Forms 102-10	Unit	OTAG	D-60
Preliminary UPL	USPFO	Unit	D-60
Updated UPL	Unit	OTAG	D-57
Class A Agent Orders	Unit	USPFO	D-45
Identify Airflow	Sponsor	OTAG	D-45
Request for Contract Meals	Unit	USPFO	D-45
POR - POM Update	Unit	OTAG	D-30
Marking of Baggage	Unit		D-30
List of Unit Equipment	Unit	USPFO	D-30
Request for DD Forms 1544	Unit	USPFO	D-30
Issue of LOGMARS Stickers	Unit	USPFO	D-30
Marking Vehicles and Equipment	Unit		D-30
Upload, Customs Insp. Staging Rail Loading, Weighing & Convoy of Equipment to SPOE	Unit	MOTBA	D-20
Final UPL	USPFO	Unit	D-20
Final UPL Update	Unit	USPFO	D-1312
NGB Forms 102-10	Unit	USPFO	D-13
SOFA Classes Completed	Unit		D-10
Final Manifest Due	Unit	OTAG & APOE	D-5

## APPENDIX J

## MAP ORDERING PROCEDURES

**J-1. REFERENCE.** CAL ARNGR 115-11, Climate, Hydrological and Topographic Services, Topographic Products.

**J-2. PURPOSE.** To prescribe map ordering procedures and recommend quantities of maps units should order.

**J-3. PROCEDURE.** As soon as the unit has identified its overseas area of operations (AO), the following procedures should be implemented:

a. Determine the map series needed for the AO by referring to the Defense Mapping Agency Catalog, Volumes I - III. Catalogs will be found at all Major Command levels.

b. Using the recommended quantities (Figure J-1) complete Standard Form 344 by following the example found at Figure J-2 and submit it to OTAG, ATTN: CAPO-MS.

c. Maps should be ordered NLT 120 days prior to deployment. If quantities of maps are required in excess of the recommended guidelines (Figure J-1), requesting unit must establish justification with the letter of transmittal when ordering.

## RECOMMENDED QUANTITIES OF MAP PRODUCTS TO BE ORDERED

ORGANIZATION	NUMBER TO ORDER BY SCALE				
	1:250,000	1:100,000	1:50,000	1:25,000	CITIES
Company/Battery size organization (non-aviation) Aviation Company	10	15	25	25	25
	10	15	25 (plus 1 per pilot)	25	25
Battalion Headquarters (Company/Detachment) (Aviation Bn Hqtrs add 1 per pilot for 1:50,000)	15	25	35	35	35
Brigade Headquarters (Company)	30	40	50	50	50
Division-Group Headquarters (Company)	45	55	65	65	65

Figure 1

## APPENDIX J (continued)

DOCUMENT IDENTIFICATION															
A00		HMB		5		TG6313		R		M		NS			
REQUISITION DATA															
V795		18551		EA		0025		0001							
V795		18552		EA		0025		0002							
V795		18553		EA		0030		0003							
PURPOSE															
MAIL ORDER TO															

MULTIUSE STANDARD REQUISITIONING/ISSUE SYSTEM DOCUMENT

FIGURE J-2

DOCUMENT IDENTIFICATION BLOCK

Block 11 (Date) - Enter Julian Date.

Block 13-15F (Supplementary Address - Enter your unit DODAAC Number)

Block 19 (Priority) - Enter priority found in the DMA Catalog.

REQUISITION DATA BLOCK

Block 4 (FSC) - Enter Map Series Number

Block 5 (FIIN) - Enter Map Sheet Number

Block 8 (Quantity) - Enter quantity needed.

Block 12 (Serial) - Enter consecutive numbers for each line

## REMARKS COLUMN

PURPOSE One liner as to purpose of request, i.e., "Needed for Team Spirit 87"

MAIL ORDER TO Specify Unit Name and Address (Do not use a P O Box Number)  
Telephone Number and POC

LEAVE ALL OTHER BLOCKS BLANK



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## APPENDIX K

### AFTER ACTION REPORTS

**K-1. GENERAL.** After action reports are required to be submitted to this headquarters within 60 days of completion of ODT/KPUP activities. Reports will cover reception, training, and support capabilities and any other areas bearing on the overall effectiveness of the ODT/KPUP programs.

**K-2. SCOPE.** a. ODT units/cells will submit a formal after action report using the suggested format depicted in Figure K-1.

b. KPUP participants will submit an abbreviated after action report using the format in Figure K-2.

## APPENDIX K (continued)

## AFTER ACTION REPORT FORMAT - ODT

1. GENERAL:

- a. Synopsis of Exercise
- b. Major Objectives
- c. Task Organization

2. ADMINISTRATION:

- a. Personnel Accountability
- b. Finance
- c. Public Affairs
- d. Special Services
- e. Morale and Discipline
- f. Casualties
- g. Safety

3. PREDEPLOYMENT:

- a. Planning - Comment Should include effectiveness of Conferences.
- b. Training - Comment on the following:
  - (1) Rail Loading
  - (2) Driver Training
  - (3) Mission Related Training
- c. Logistics
  - (1) Resources
    - (a) Comments on availability and use of AUTAs, ATA/RMA, FTTD Manday allocations.
    - (b) Time Constraints
    - (c) Equipment Constraints
    - (d) Depot Support
  - (2) Maintenance - Organizational and Direct Support
  - (3) Transportation Planning
    - (a) Commercial
    - (b) Rail
    - (c) Airflow
    - (d) Sea Flow

Figure 1

## APPENDIX K (continued)

4. DEPLOYMENT:

## a. Effectiveness of Training in-country

- (1) Staff Training
- (2) Collective Training down to squad level
- (3) Effective use of Training time
- (4) Training effectiveness for the individual soldier

## b. Logistics

## (1) Transportation

- (a) Adequacy of rail, commercial and/or military transport of equipment
- (b) Port operations
- (c) Airflow of personnel and equipment

## (2) Resources - Were resources adequate for deployment?

## (3) Maintenance

- (a) Support at Port of Embarkation
- (b) Support in-country
- (c) Was Maintenance Support adequate to complete the mission?

## (4) Supply - In country support-all classes of supply

- (a) Consumption of CLI, II, III, V, VIII, IX
- (b) Copies of backup documentation that reflect consumption

## (5) Services

## (6) Medical - Support received in-country

5. REDEPLOYMENT:

## a. Planning - Adequate or Inadequate

## b. Logistics

- (1) Transportation - Adequacy of rail, commercial and/or military transport of equipment and personnel
- (2) Port operations
- (3) Airhead operations

Figure 2

## APPENDIX K (continued)

(4) Resources - Were there adequate resources to effectively execute redeployment and post exercise operations?

(5) Maintenance

(a) Status of Equipment - Post Exercises

(b) Direct and Organizational Support

(6) Medical - Support required post exercise

6. SPECIAL EMPHASIS AREAS: Detailed feedback is essential on the items below to facilitate planning and funding for future exercises:

a. AUTAs

(1) AUTAs Allocated/AUTAs used

(2) Adequacy of this program

b. FTTD Manday Support

(1) Adequate? - If not, how many mandays are needed to support the exercise? Mandays must be justified to the fullest extent.

(2) Conference Mandays - Adequate?

(3) Relocation of Equipment Mandays

(4) Administrative Support

c. RMAs used to support the exercise

7. PROBLEM AREAS: Comment on specific problems encountered relative to predeployment, deployment and redeployment.

8. SOLUTIONS AND RECOMMENDATIONS: Give alternate solutions to problems stated above and your recommendation as to which should be used.

Figure 3

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APPENDIX K (continued)

AFTER ACTION REPORT FORMAT - KPUP

1. Name of Individual and/or Unit \_\_\_\_\_
2. Training Location and Dates \_\_\_\_\_
3. Attached to (Unit/Activity) \_\_\_\_\_
4. Support Provided by Gaining Unit    Good\_\_\_\_\_Fair\_\_\_\_\_Poor\_\_\_\_\_

Comments:

5. Training Provided by Gaining Unit    Good\_\_\_\_\_Fair\_\_\_\_\_Poor\_\_\_\_\_

Comments:

6. Were Individual Training Objectives Met                      Yes\_\_\_\_\_No\_\_\_\_\_

Comments:

7. Was Preplanning and coordination adequate:                      Yes\_\_\_\_\_No\_\_\_\_\_

Comments:

8. Problem Areas:

9. Recommendations:

Figure 4

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## GLOSSARY

### ABBREVIATIONS AND ACRONYMS

AAL	Additional Authorized List
APOD	Airport of Debarkation
APOE	Airport of Embarkation
AUTA	Additional Unit Training Assembly
BII	Basic Issue Items
CFR	Code of Federal Regulations
ITO	Installation Transportation Officer
LOGMARS	Logistical Marking and Reading Symbolology
MAC	Military Airlift Command
MOTBA	Military Ocean Terminal Bay Area
MPL	Mandatory Parts List
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
PLL	Prescribed Load List
POM	Preparation for Overseas Movement
POR	Preparation of Overseas Replacements
PSP	Port Support Package
SKO	Sets, Kits and Outfits
SPOD	Seaport of Debarkation
SPOE	Seaport of Embarkation
TCMD	Transportation Control Movement Document
TCN	Transportation Control Number
UPL	Unit Payroll Listing

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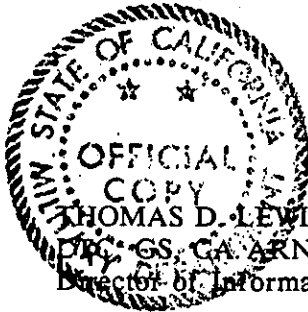
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(CAOT-TO)

BY ORDER OF THE GOVERNOR:

OFFICIAL:

TANDY K. BOZEMAN  
Major General  
The Adjutant General



Director of Information Management

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